

**ARTICLE FOUR**  
**GENERAL PROVISIONS**

**4.01.00**      **PURPOSE:** This article sets forth the requirements for application and review of development plans submitted for approval.

**4.01.01**      **Building Permit Required:** No development activity may be commenced without a building permit and no building permit may be issued without a final development order or land development certificate issued by the Director, Department of Community Planning, Zoning and Development, or his designee, or the Navarre Beach Director, or his designee, or the CE, or the Board of County Commissioners, as appropriate.

**4.01.02**      **Exceptions to the Requirement for Final Development Order or Land Development Certificate:** A building permit may be issued without a development order or land development certificate if any of the following conditions apply:

- A.      Construction has begun or was approved prior to the adoption of this ordinance;
- B.      Alterations will not alter gross floor area, use of structure or change/add to the impervious surface of the site;
- C.      The construction or alteration of a one or two family dwelling on a valid lot; and;
- D.      The resurfacing of a vehicle use area that conforms to all requirements of this Code.

**4.02.00**      **PRE-APPLICATION PROCEDURES:** Prior to filing for a formal and scheduled review of proposed development plans, proposed subdivision plans or proposed site plans, if required by this Code, the applicant should request the Director of Community Planning, Zoning and Development or the Navarre Beach Director, or the CE as appropriate, or their designees, to set a time for discussion of the proposed plans. If a preliminary plat is proposed for property that lies in whole or part within a Military Airport Zone or Public Airport Zone, as defined in Article 11, a preapplication conference is mandatory. During the discussion, checklists will be provided the applicant so that the applicant will have quick and ready access to requirements imposed on him by this ordinance. In addition, the applicant will be directed to the appropriate county departments or other agencies so that the applicant may obtain information from such department(s) or agency(s) prior to filing for formal review, if necessary.

NOTE: No comment made by any persons associated with the County during any pre-application conference or discussion shall be considered either as approval or rejection of the proposed development or development plans.

*(Modified: Ord. No. 2005-07, 4/14/05)*

**4.03.00**      **SUBDIVISION REGULATIONS AND PROCEDURES:** The public health, safety, comfort, economy, order, appearance, convenience, and general welfare require the harmonious, orderly and progressive development of land within Florida and its incorporated municipalities and counties. In furtherance of this general purpose, counties, by Chapters 125, 163, and 177 of the Florida Statutes, are authorized and empowered to adopt, amend or revise and enforce measures relating to land subdivision. It is the intent of this ordinance to secure or to ensure:

- A. The establishment of standards of subdivision design and innovation which will encourage and lead to the development of sound and economically stable communities, and the creation of healthful living environments;
- B. Installation by the land developer to prescribed standards, those necessary improvements which shall not become a charge on the citizens and taxpayers in other portions of the County;
- C. The efficient, adequate, and economic supply of services to existing and new land developments;
- D. The prevention of traffic hazards and the establishment of safe and convenient means for the circulation of traffic, both vehicular and pedestrian, within new land developments and from new land developments into and from established communities;
- E. That for those lands subject to periodic or seasonal flooding, subdivision and development shall include provision for protective flood control measures and drainage facilities (see Article 10).

Regulation of land subdivision is intended to aid in promoting land development in accordance with orderly physical patterns; to encourage orderly, timely, optimum and compatible land development.

It is the further intent of the Santa Rosa County Board of County Commissioners to cooperate with developers working in the County in providing mechanism by which adequate community facilities can be provided for all citizens.

F. The long-term operational viability of military installations and public airports shall be protected by discouraging placement of incompatible land uses within designated Military Airport Zones or Public Airport Zones to protect public health and safety by directing residential uses to areas exposed to lower risks or impacts from airfield or military installation operations and activities.

**4.03.01**      **General:** No person shall subdivide any land within the County nor shall any person begin any land disturbing activity or construction work in any subdivision, with the exception of exclusions indicated in Section 4.03.13 of this Ordinance, unless the requirements of this Ordinance are met.

In any subdivision for which compliance with this Ordinance is required, no certificate of land use, no building, electrical, or plumbing permit, and no setback permit shall be issued by any

public official until the subdivision has been approved, Final Plat recorded, and complies with the facilities requirements of Section 4.03.08, or in any minor subdivision until any required access management plan has been approved.

No road, right-of-way, or easement on or across divided property, shall be accepted or maintained by the County unless a final plat conveying such road is approved as provided herein. Any road across such land which connects two portions of the County road system and which is necessary for inclusion into the County road program and not predominately for the benefit of the owners, may be exempted from the provisions of this paragraph upon determination by the County Engineer that the road is constructed for street construction under this Ordinance.

For lots located on any of the corridors shown in Table 1 of Article 4.04.03(D), access spacing standards for roadway connections must meet the standards established in Article 4.04.03(D).

Any person who sells or offers to sell any parcel of land not in compliance with this Ordinance (except as provided in Section 4.03.13), violates or refuses to comply with, or resists enforcement of this Ordinance or statutory requirements of Chapter 125, 163, 177 of Florida Statutes shall be subject to the penalties specified in Section 2.06.01 of this Ordinance.

The requirements of this Ordinance are in addition to any applicable Federal and State regulations.

#### 4.03.02 Preliminary Plat Approval Process:

A. Pre-application Conference - Before preparing the preliminary plat, the developer may request a conference with the County Engineer (CE) to discuss plans for a subdivision. If a preliminary plat is proposed for property that lies in whole or part within a Military Airport Zone or Public Airport Zone, as defined in Article 11, a preapplication conference is mandatory and shall be scheduled with the County Engineer. The County Planner and the military representative, who serves as an ex officio member of the Local Planning Board, shall be notified of the preapplication conference.

#### B. Preliminary Plat -

1. A preliminary plat of the proposed subdivision conforming to the design principles specified in Section 4.03.03 of this ordinance and the Preliminary Plat requirements specified in Section 4.03.04 of this ordinance shall be prepared for the developer by a Registered Land Surveyor and Registered Engineer.
2. The developer shall file with the County Engineer written application for approval of the Preliminary Plat with seven (7) copies of the Preliminary Plat and appropriate review fees as established by resolution of the BCC. The submittal shall include approval by the County office of HRS, a development narrative describing the proposed storm-water management system, wetlands protection provisions, potable water supply, traffic impact and circulation. At the option of the developer, a copy of the covenants and restrictions may also be submitted for early review.
3. The County Engineer shall date-stamp all copies and distribute appropriately. The

distribution shall include the Department of Community Development, Planning and Zoning for its review and comment.

4. The County Engineer shall approve the Preliminary Plat for submission to the Board of County Commissioners for their approval or return it disapproved with written comments and/or marked prints within fifteen (15) working days from the date of submission of a complete application.
5. An applicant for a preliminary plat located in whole or part within a Military Airport Zone shall submit a copy of the plat and any supporting documents to the military representative who serves as an ex officio member to the Local Planning Board at the time application is delivered to Santa Rosa County. The County Engineer shall not approve or recommend to approve any preliminary plat until he has received and reviewed written comments prepared by the military representative.

4.03.03 General Principals of Design and Minimum Requirements for the Layout of Subdivisions: In laying out a subdivision the developer shall comply with the following design principles and requirements:

A. Dedications -

1. Ingress and Egress - A developer shall provide adequate ingress and egress to the tract to be subdivided, including all necessary roads, easements, swales and rights-of-ways, as well as drainage structures. An all-weather access shall lead to an established and publicly maintained road system. The developer shall prepare necessary deeds, agreements, and easements for the ingress and egress system and shall attempt to acquire such rights of easements. However, the County may assist in acquisition of such easements when such acquisition is in the public interest or governmental action is necessary to acquire the property and the developer advances all costs and expenses incurred by the County in taking such action.

B. The Street and Block Layout -

1. Streets - The street layout of the subdivision shall be in general conformity with a plan for the most advantageous development of adjoining areas and the entire neighborhood. This shall apply to all streets, including private streets.
  - a. Where appropriate to the design, proposed streets shall be continuous and in alignment with existing, planned, or platted streets with which they are to connect.
  - b. Proposed streets may be required to extend to the boundary lines of the tract to be subdivided where such an extension is required to connect with streets in an existing, platted, future or planned subdivision. The extension or connection requirement by the County will be based upon traffic circulation or public safety issues and compatibility of adjacent land uses.
  - c. In a proposed subdivision of fifty (50) lots or more, there shall be at least two entrance streets into or a looped entrance street through the proposed subdivision.

- d. If the proposed subdivision is adjacent to an undeveloped area, at least one (1) proposed street shall terminate at a boundary line of the undeveloped area. A temporary turning circle shall be required at the end of that street or streets with an outside diameter of sixty (60) feet. This requirement may be waived if the traffic pattern of the subdivision contains more than one exit to a county road or if traffic circulation or public safety requirements do not dictate a street terminus at a boundary line of the undeveloped area.
- e. If an existing half-width public or private street or other right-of-way easement is parallel and contiguous with the boundary of a proposed subdivision, the other half-width right-of-way will be dedicated in the proposed subdivision and shall be the width necessary to create a sixty (60) foot right-of-way along the entire boundary of the proposed subdivision. If the additional right-of-way required to continue the existing dedicated road or other easement in a continuous, orderly manner is not in the proposed subdivision, the developer will prepare the agreement or easement for dedicating the additional right-of-way required and will attempt to obtain such right-of-way. However, the County may assist in acquisition of such right-of-way when in the public interest, where governmental action is necessary to acquire the property and the developer advances all costs and expenses incurred by the County in taking such action.
- f. A cul-de-sac or local dead-end street shall not exceed thirteen hundred and twenty (1320) feet in length.

## 2. Blocks

- a. Blocks shall have sufficient width to provide for two (2) tiers of lots of appropriate depth, unless prevented by exceptional topography or other physical conditions. In the case of primary and secondary highways and collector streets, where it may be desirable to limit direct access to the major arterial, through lots may be approved provided that a suitable non-access easement is recorded on that portion of the lots directly adjacent to the primary, secondary, or collector street. The length of blocks shall not exceed one thousand three hundred twenty (1320) feet.
- b. In any block over six hundred (600) feet in length and where necessary for a school or other pedestrian generator, the County Engineer (CE) may require that a pedestrian way, not less than twenty (20) feet wide, be dedicated near the center and entirely across such block.

## C. Minimum Right-of-Way Widths of Streets, Alleys, and Easements for Utilities and Drainage -

- 1. Highways and primary thoroughfares; not less than one hundred (100) feet wide.
- 2. Local streets, easements, and temporary cul-de-sacs or dead-end streets; sixty (60) feet, curb and gutter streets; fifty (50) feet.
- 3. Turning circles (permanent) at the end of cul-de-sacs or dead-end streets; one hundred

(100) feet.

4. Easements for utilities, where required, shall be at least fifteen (15) feet wide, and shall be centered on rear or side lot lines, where practical.
5. Alleys normally shall not be platted within subdivisions. However, where they are requested by the developer and are considered acceptable to the overall development of a subdivision by the CE, they shall be platted to a width of not less than twenty (20) feet nor more than thirty (30) feet.
6. Drainage easements shall be platted to a width of twenty (20) feet or more if required according to Section 4.03.07(E)(7).
7. Vertical clearance over subdivision roadways shall be a minimum of 14'6".

D. Minimum Pavement Width - The portion of pavement required to be installed at the developer's expense is set forth below, provided that the developer shall not be responsible for paving on any nonaccess highway or primary thoroughfare, secondary or collector street which has been accepted for maintenance by the Board of County Commissioners. If the road was not accepted for maintenance by the Board of County Commissioners, the developer shall bring the road into compliance with County standards. The developer shall bring the road in compliance with County standards as determined by the CE.

1. Streets - Twenty-two (22) feet in width, excluding curbing. If soil and topographic conditions indicate that drainage problems will be created or aggravated, satisfactory drainage control (which may include curb and gutter) shall be required. The determination of whether drainage problems will be created or aggravated will be made by the County Engineer (CE).
2. Turning Circles - The pavement of a turning circle at the end of a cul-de-sac or dead-end street shall have a minimum outside diameter of sixty (60) feet with a return radius of twenty five (25) feet.
3. Alleys - Alleys, if approved by the CE, shall be paved to a width of eighteen (18) feet.
4. One-Way-Street - Fourteen (14) feet in width, excluding curbing.

E. Intersections -

1. Proposed street pavements shall intersect one another within ten (10) degrees of right angles as topography and other limiting factors of design permit, and shall be rounded by a radii of twenty-five (25) feet. The County Engineer may require larger radii at intersections with arterial and collector streets.
2. Street right-of-way intersections shall be rounded by radii of twenty-five (25) feet minimum. The CE may require larger radii at intersections with arterial and collector streets.

3. All development proposals shall provide turning lanes as required according to county specifications and shall be coordinated with the Florida Department of Transportation, as appropriate.

F. Lots - Every lot shall conform with the appropriate requirements of Article 6 of this Code.

G. Design Innovations - Upon receipt of certification by developer's registered professional engineer, the CE may recommend to the Board of County Commissioners experimental methods in the design of a subdivision and in installation of improvements. Where such experimental methods and design innovations are authorized, the developer may be required to post a maintenance bond, or equal, covering any maintenance for improvements which may be accepted by the County. Such bonds shall become effective upon acceptance of the Final Plat and shall be in an amount determined by the CE to be sufficient to cover up to one hundred (100) percent of the initial cost of the improvements. Maintenance bonds, or equal, shall run for a period determined by the CE of no less than one year on street paving, water, sewer or storm drainage improvements.

H. Nonresidential Subdivisions - Nonresidential subdivisions are restricted types of planned industrial/commercial developments, districts or parks. Each shall be developed according to a comprehensive plan which shall include detailed provisions for types of industries, public access, access streets, interior streets, truck loading docks, off-street parking, traffic circulation, drainage, utilities including fire protection, waterfront facilities if appropriate, and proposed covenants and restrictions. Covenants and restrictions shall be incorporated as legal requirements in deeds of sale or leases, and provide for effective control of the land, buildings and industrial/commercial operations which the nonresidential subdivision is designed to attract. Block planning and phase development may be included in the comprehensive plan.

The comprehensive plan for a nonresidential subdivision with supporting documents shall be reviewed by the CE and Planning Director. The CE may recommend to the Board of County Commissioners modifications from the standard terms of the Subdivision Regulations with conditions and safeguards which will secure substantially the objectives of this Ordinance while providing flexibility for development. If approved, any modifications from the standard terms of this Ordinance shall be noted on the Final Plat prior to recording.

Improvements within a nonresidential subdivision may be governed by the approved comprehensive plan rather than by other standards specified in this Ordinance. After approval, no changes may be made in the approved comprehensive plan except that minor variations, extensions, alterations or modifications consistent with the purposes and intent of the approved comprehensive plan may be authorized by the Board of County Commissioners on the recommendation of the CE. All other modifications of the approved comprehensive plan shall require the same procedures as the original approval.

I. Planned Unit Developments - Where a development is submitted as a Planned Unit Development (PUD), the applicant shall submit a comprehensive development plan and supporting documents indicating the concepts and methods of development to be used.

After detailed study of the PUD, the CE may meet with the developer to conduct a project review which should include, but not be limited to, the following subjects:

1. Provisions for necessary improvements such as water, sewer, storm drainage and traffic circulation.
2. Location and dimensions of all right-of-way for streets, pedestrian ways, utilities, water courses, green ways and easements, as well as proposed subdivision of land.
3. Areas proposed to be conveyed, dedicated or reserved for parks, parkways, playgrounds, school sites, public buildings and similar public or semi-public uses.
4. Covenants, conditions, restrictions agreements and grants which govern the use, maintenance and continued protection of the Planned Development in any of its common areas.
5. Specified standards applicable to various portions of the Planned Unit Development including modification of subdivision standards approved by the CE. After study and review of the comprehensive development plan, the CE shall make appropriate recommendations to the Board of County Commissioners. If approved, any modifications from the standard terms of the Subdivision Ordinance shall be noted on the Final Plat prior to recording. All construction of improvements within the Planned Unit Development will be governed by the approved comprehensive plan, rather than by other standards specified in this Ordinance. However, all roads must be curbed and paved and said requirement shall not be waived. After approval, no changes may be made in the comprehensive development plan except that minor variations, extensions, alterations or modifications of structures or other improvements which are consistent with the purposes and intent of the improved comprehensive plan may be authorized by the Board of County Commissioners on the recommendation of the CE. All other modifications of the comprehensive development plan shall require the same procedures as the original Planned Unit Development plan approval.

J. Wetlands Development -

1. Where the permanent water table is less than two (2) feet below ground surface, or is uncertain, the CE shall require a typical boring for each lot in a proposed subdivision. These heights shall be shown on the Preliminary Plat and shall be certified by the developer's registered professional engineer.
2. No building shall be constructed on a lot in a subdivision where the permanent water table is less than two (2) feet at the building site on that lot unless a special engineering report is submitted and so noted on the construction plans. The report as prepared by a registered engineer shall address subsurface conditions and construction methods to ensure provision of adequate foundations and safe, stable construction of all buildings, driveways, streets, sewage disposal/collection systems in the subdivision.

If a special engineering report is required, no building permit shall be issued for any construction except in conformity with the requirements of that report. A copy of the



special engineering report shall be transmitted to the County Building Official by the CE after approval of the construction plans by the Board of County Commissioners.

NOTE: The measurements of the water table referenced in subparts 1 and 2 above, do not constitute the definition of wetlands within Santa Rosa County.

3. If a special engineering report is required, the book and page number where it is filed in the official records of the County shall be noted on the face of the Final Plat.
4. The developer who submits a Preliminary Plat of a proposed subdivision or any part thereof to be platted in a wetland area as defined by the Florida Department of Environmental Protection, or the U.S. Army Corp of Engineers, shall:
  - a. Comply with all relevant rules and regulations promulgated by regulatory agencies (including Chapter 17-312, F.A.C.) and show proof of such compliance.
  - b. Provide Information on Natural Water Courses - A natural water course (live flowing creek) shall be shown on the Preliminary and Final Plat. The existence of control and regulation of the Florida Department of Environmental Protection, E.P.A. or the Army Corps or Engineers over such areas shall be approximately shown or noted on the Preliminary and Final Plat. The parties responsible for the wetland delineations shall be identified on the Preliminary Plat.
  - c. Comply with the State Department of Health and Rehabilitative Services, Chapter 10D-6, Standards for Individual Sewage Disposal Facilities, if applicable, and show proof of such compliance.
  - d. The Preliminary Plat shall be accompanied by a comprehensive development plan and supporting documents, copies of necessary permits, etc. The Preliminary Plat and comprehensive development plan shall be submitted to the CE. The CE shall meet with the developer to conduct a project review, which should include but not be limited to the following subjects:
    - 1) Provisions for necessary improvements such as water, sewer, and storm drainage.
    - 2) Location and dimensions of all rights-of-way for streets, pedestrian ways, utilities, water courses, greenways and easements, as well as proposed subdivision of the land.
    - 3) Areas proposed to be conveyed, dedicated or reserved for parks, parkways, playgrounds, school sites, public buildings and similar public or semipublic uses.
    - 4) Covenants, conditions, restrictions, agreements, permits which govern the continued protection of the wetlands in which the proposed subdivision is located.

After study and review of the comprehensive development plan, the CE shall make

appropriate recommendations to the Board of County Commissioners. All construction of improvements within the subdivision shall be governed by the approved comprehensive plan. After approval, minor variations, extensions, alterations or modifications of structures or other improvements which are consistent with the purposes and intent of the approved comprehensive plan may be authorized by the Board of County Commissioners on the recommendation of the CE. All other modifications of the comprehensive development plan shall require the same procedures as the original plan approval.

Prior to the approval of the final plat, all residential lots shall have, in place, adequate upland access areas and adequate upland building areas conforming to appropriate setbacks to accommodate standard construction methods for driveways, dwellings, and on-site wastewater disposal systems as required.

**K. Special Residential Subdivision Design Standards Applicable to Military Airport Zones (MAZ)**

1. If the proposed residential subdivision is located within the NAS Whiting Field, Harold, Pace, Choctaw (southwest area only) MAZs the Cluster Subdivision Design standards detailed below apply unless a minimum lot size of five (5) acres is maintained. If the proposed subdivision is located within the Santa Rosa MAZ, the Cluster Subdivision Design standards apply unless a minimum lot size of four (4) acres is maintained.
2. Cluster Subdivision Standards.
  - a. Any proposed division of land for residential development, unless otherwise exempt, shall be designed in a manner that places residential lots away from military installation property lines, Accident Potential Zones, and Clear Zones while leaving a conservation or agriculture preservation area between proposed residential lots and the military installation. Directing the location of residential lots to portions of a parcel furthest from a military installation can be achieved by clustering as described in (e) below.
  - b. Agricultural Preservation or Conservation Easements. For any proposed subdivision in which single family residential development is allowed, at least fifty (50%) percent of the property appearing in the subdivision plan shall be preserved in a single contiguous agricultural preservation or conservation area. For properties abutting the military installation, the agricultural preservation or conservation area shall include all portions of the property abutting the military installation. To reduce potential threat to public safety and welfare from air and ground activities associated with the military installation, the shape and delineation of the designated agricultural or conservation area shall take into consideration proximity to Accident Potential Zones, Clear Zones, 65 decibel (DNL) Noise Zones, military installation property lines, landing and take-off flight paths, as well as the location of ground activities and buildings within the military installation.
  - c. Dedication of Conservation or Agricultural Preservation Area. The proposed

subdivision plan shall dedicate the agricultural preservation or conservation area through an easement or tract appearing within the recorded final plat.

- d. Permissible Uses within Designated Agricultural Preservation or Conservation Areas. For those portions of a proposed cluster subdivision plan assigned as a conservation or an agricultural preservation area, permissible uses shall be limited to silviculture, cattle grazing, or similar agrarian uses, or for recreation activities such as subdivision parks, golf courses, publicly-owned parks or sports facilities, or similar outdoor recreation activities; and infrastructure necessary to support the clustered development such as roadways and dry stormwater ponds.
- e. Residential Density and Lot Size. Residential density assigned to the conservation or agricultural preservation area is allowed to be clustered onto the residential portion of the proposed subdivision. Where residential density is clustered onto the residential portion of the subdivision plan, the maximum density for the residential area shall not exceed one unit per acre for the entire land area of the proposed subdivision, which includes the agricultural preservation or conservation area. [For example, a 200-acre property with an assigned residential density of one unit per acre could develop with a maximum of 200 units, subject to other provisions of the County's Code and Comprehensive Plan. All 200 units would be placed on the portion of the property not assigned as a conservation or agricultural preservation area.]

Except on the perimeter of a clustered subdivision, minimum lot sizes are not established. On the perimeter of a clustered subdivision where the parcel abuts an Agriculture zoning district, a minimum lot size of 21,780 square feet (1/2 acre) is required. In all cases, the setback requirements of the zoning district will apply.

When a cluster subdivision project involves split zoning designations, the gross density of the overall project area located within the MAZ may be transferred within the overall project area, provided that all dwelling units are clustered as described above. Densities may be transferred within or outside of the MAZ, but may not be transferred into the MAZ.

- f. Parcels Straddling MAZ Boundary. For parcels straddling the MAZ boundary of the NAS Whiting Field MAZ, residential lots should be clustered to that the portion of the parcel situated outside the MAZ boundary whenever possible.
3. Number of Residential Units Per Lot. Notwithstanding the density limitations detailed below, one dwelling unit may be constructed or placed upon lot of record as of **April 14, 2005** (*adoption date of these regulations*).

#### 4.03.04 Preliminary Plat Requirements

A. Preliminary Plat Preparation - The Preliminary Plat of a proposed residential or nonresidential subdivision shall be prepared and sealed by a land surveyor and engineer. The sheet size shall be 24" x 36".

B. Vicinity Sketch - A vicinity sketch of a minimum scale of four hundred (400) feet to the

inch shall accompany the Preliminary Plat. Such a vicinity sketch shall show all adjacent existing subdivisions and their names, the tract lines of acreage parcels of land, and all street and alley lines immediately adjoining the proposed subdivision, and between it and the nearest highway or thoroughfares. The sketch shall be referenced to easily recognized physical features.

C. Scale - The minimum horizontal scale of the Preliminary Plat shall be one hundred (100) feet to the inch.

D. Preliminary Plat Information - The Preliminary Plat shall include and show the following features and information:

1. The name of the proposed subdivision, including street names, which shall not duplicate or closely approximate the name of any other subdivision or street in the County as determined by the Santa Rosa County Civil Defense Director.
2. The names and addresses of the owners of record, the developer, the engineer and the land surveyor who prepared the Plat. Also, the telephone numbers of the developer, engineer and land surveyor are required.
3. Legal description of the property, which is so complete that from it, without reference to the Plat, the starting point and boundary can be determined. The description should be referenced to the section, township, and range as applicable. If in a land grant, the Plat will so state. The initial point in the description shall be tied to the nearest government corner or other recorded and well established corner, Section lines and forty acre section lines occurring in the platted land shall be indicated by lines drawn upon the Plat, with appropriate words and figures.
4. The boundary lines, based on an accurate survey in the field, of the tract to be subdivided. Recording or survey discrepancies of adjoining or referenced tracts are to be shown in detail.
5. The location, widths and names of all existing or platted streets or roads and all easements within and immediately adjacent to the tract and other important features such as water courses, railroad lines, wetlands, zoning, apparent land use, etc.
6. Existing sewers, water mains, culverts with pipe sizes and other under- ground structures within and immediately adjacent to the tract.
7. The names, lot lines, rights-of-way and recording data (Plat Book and Page) of adjoining subdivisions.
8. Contours with intervals of one (1) foot, or as needed for clarity, referenced to USC&G Datum.
9. The layout and widths of proposed rights-of-way, alleys and easements and the layout, number and approximate dimensions of proposed lots including the area of each in square feet.

10. Where the height of the water table is less than two (2) feet below ground level or is uncertain and the CE requires a typical boring for each lot, these heights shall be shown.
11. Proposed front yard building setback and note all other setback lines.
12. All parcels of land intended to be dedicated or reserved for public use; to be reserved in the deeds for the common use of property owners in the subdivision, or to be reserved for the common ownership of property owners in the subdivision; with the purposes, conditions, or limitations of such dedication or reservation indicated.
13. North-point, scale, and date.
14. Copies of any proposed covenants and restrictions which are to be filed with Final Plat, but which the developer desires to submit for early examination and review.
15. Proposed direction of flow, retention and distribution of storm water in accordance with County, State, and Federal laws, ordinances and regulations.
16. Special flood hazard areas shall be shown where the proposed subdivision or any part thereof is in an area subject to 100 year flooding.
17. Postal addresses will be obtained from the Santa Rosa County Civil Defense Department.
18. Zoning classification including adjacent properties.
19. The location of any protected trees within the subdivision, if required.
20. Proposed streets, with typical cross-sections, shall be shown.
21. Military Airport Zones and Public Airport Zones. If the plat, either part or whole, lies within any Military Airport Zone, Public Airport Zone, Clear Zone, Runway Protection Zone, or Accident Potential Zone, the boundaries of such zone shall be delineated on the plat. If the entire plat lies inside any such zone, the plat shall incorporate a statement that declares all property within its legal description lies within the applicable zone. If contiguous property is owned by a military installation or public airport, the name of the installation or airport shall be so designated.

Any plat or portion thereof that lies within any Military Airport Zone, Public Airport Zone, Clear Zone, or Accident Potential Zone shall include substantially similar language as that appearing in the following statement, as may apply to the property:

“On the date this plat was recorded, all or a portion of the property appearing within this plat lies within a Military Airport Zone, Public Airport Zone, Runway Protection Zone, Clear Zone, or Accident Potential Zone. Use of or construction upon lands or waters within this plat may have additional restrictions set forth in ordinances of the Santa Rosa County Board of Commissioners or in covenants recorded in the official records of the Clerk of the Circuit Court for Santa Rosa County.”

E. Military Airport Zone and Public Airport Zone Code, Covenants, and Restrictions. Any residential subdivision located in whole or part within a Military Airport Zone or Public Airport Zone, as defined in Article 11, shall submit a Codes, Covenants, and Restrictions document that requires a property owner of property located within a Military Airport Zone or Public Airport Zone, to disclose to any prospective buyer or tenant the property's proximity to a military installation or public airport. The Codes, Covenants, and Restrictions shall be recorded concurrent with the recording of the plat. Sample language for inclusion in such Codes, Covenants, and Restrictions, will be provided to the applicant by the Planning and Zoning Department.

4.03.05 Subdivision Construction Plans Approval Process (Required Improvements): After approval of the preliminary plat, the developer shall submit to the County Engineer three (3) sets of construction plans conforming to the requirements of Section 4.03.06 of this ordinance with a letter requesting approval and appropriate review fees as established by Resolution of the Board of County Commissioners. A complete set of drainage plans must be included in the construction plans, as well as a geotechnical report, prepared by a Registered Engineer, with technical specifications, drainage calculations and erosion control plans, in accordance with the requirements of Section 4.03.07 of this ordinance.

The procedure for approval of the construction plans shall be the same as the procedure for approval of preliminary plats as set forth in Section 4.03.02 above.

4.03.06 Construction Plans - Minimum Requirements: Construction plans for improvements to be installed shall be prepared by an engineer, whose embossed seal shall appear on such plans. Design shall meet the requirements of the Manual of Uniform Standards for Design, Construction and Maintenance for Streets and Highways, Florida Department of Transportation as amended. Complete detailed drainage and erosion control plans shall be included. A vicinity sketch referenced to an easily recognized landmark shall be included. All sheets of the construction plans shall be 24" x 36" in size. These plans shall be revised as necessary and shall be approved by the CE, following receipt of all required regulatory agency permits, before improvements are installed:

A. Plans and Profiles - Plans and profiles of each proposed street, including private streets, at a horizontal scale of fifty (50) feet or less to the inch, and vertical scale of five (5) feet or less to the inch, with existing and tentative grades indicated; including plans and profiles of proposed sanitary sewers, swales, water mains, storm sewers, with grades, length and sizes indicated for each.

B. Streets and Utilities - Typical cross sections of each proposed street, including private streets, at a horizontal scale of ten (10) feet or less to the inch, and vertical scale of five (5) or less to the inch at a minimum interval of one hundred (100) feet or less, showing the width of pavement, the rights-of-way, the location and width of sidewalks when installed, and the location of the utility mains, storm sewers, swales and existing grade. The CE may reduce the required number of cross sections in subdivisions utilizing curb and gutter.

C. Grading - A complete grading and erosion control plan shall be submitted to the CE as part of the construction plans.

D. Bench Marks - A minimum of three bench marks referenced to USC&G datum shall be shown on the plans and record plats, not more than fifteen hundred (1500) feet apart. Bench marks shall not be required at closer intervals than six hundred (600) feet. Plans shall indicate the location, elevation and description of all bench marks to include section, township, and range reference with departures and distances to location.

E. Sidewalks - All sidewalks constructed in Santa Rosa County shall meet the following requirements:

1. The concrete shall have a minimum strength of two thousand five hundred (2,500) pounds per square inch (PSI).
2. The minimum width of sidewalks shall not be less than five (5) feet.
3. The sidewalk shall not be less than four (4) inches thick. At driveways a minimum thickness of six (6) inches or four (4) inches with woven wire fabric reinforcement shall be required.
4. All sidewalks shall be constructed with one-fourth (1/4) inch in twelve (12) inches slope.
5. One-half (1/2) inch expansion joints shall be at thirty (30) foot intervals or less, with control joints at ten (10) foot intervals.
6. Location of proposed improvements such as sidewalks, bikeways, or bridle paths shall be included on construction plans.

F. Drainage Plans - The developer shall submit drainage calculations and plans for the collection, control, and disposal of run-off from a critical duration storm, up to, and including, a one hundred (100) year, 24-hour storm event. The calculations and plans shall be in accordance with specifications as required by the CE, and shall include design and performance standards pursuant to Section 62.25.025 and Section 17-3.051, Florida Administrative Code. On-site retention and detention storage shall be provided for the increased storm water run-off from the proposed development and off-site contributing areas for all critical duration design storms up to and including the twenty-four (24) hour, one hundred (100) year frequency storm. The drainage facilities shall provide a release mechanism to limit the storm water run-off peak rate and timing from the storage facility to that which would have been expected from the development site under natural or pre-developed conditions up to and including a one hundred (100) year critical duration storm. The CE may decrease the allowed release rate for those developments which have documented significant downstream storm-water impacts to pre-developed storm-water runoff rate from a ten (10) year storm. The CE may reduce the detention storage requirement for developments that provide a direct stormwater discharge to the Gulf of Mexico, Santa Rosa Sound, Escambia Bay, East Bay, Blackwater Bay, East River, Yellow River, and Blackwater River and provide 1" retention volume and recovery. Storm events and duration shall be based on FDOT, Zone 1, rain fall intensity duration curves. The plans shall include all necessary calculations and documentation demonstrating the adequacy of the facilities to accommodate off-site and on-site storm-water runoff contributions. The CE may require that the design of drainage construction for major channels or under major roads be predicated upon a more severe storm. Drainage systems in areas with no positive drainage outlet shall be designed to more

stringent criteria to include retention of the twenty-four (24) hour, one hundred (100) year frequency storm with no offsite discharge. Compliance with rules and regulations of State and Federal regulatory agencies, including, but not limited to, the Florida Department of Environmental Protection and the United States Environmental Protection Agency, is the responsibility of the developer and/or his engineer and proof of such compliance in the form of permits (when required by the above agencies) must be submitted prior to the approval of the subdivision plat.

Drainage plans shall include provisions which incorporate natural drainage features into the overall drainage pattern when such incorporation does not negatively impact sensitive natural resources. Channeling runoff directly into water bodies or functioning wetlands is prohibited. Calculations for capacity of retention or detention facilities shall indicate the capacity of the facility to retain or detain with filtration at least the first inch of runoff for the design storm event. The calculations must demonstrate that the 1" retention volume will be percolated in seventy-two (72) hours, and the entire retention volume will be recovered within three hundred sixty (360) hours.

G. Storm-water Treatment Basins -

1. All treatment basins intended for public ownership shall be fenced in accordance with Santa Rosa County Fence standards with adequate access provided for County maintenance.
2. Under-drain and side drain systems shall be in conformance with FDEP criteria and shall be designed to percolate and filter the one-inch (1") retention volume in thirty-six (36) hours.
3. One-half (1/2) foot of freeboard, above the maximum calculated high-water elevation for the applicable design storm, shall be provided in all ponds.
4. Basins with bank slopes designed to be steeper than 3:1 or with impoundments greater than eight (8) feet in height, as measured from the lowest point on the downstream toe, to the design top elevation of the pond, shall be considered on an individual basis. Design criteria shall be in accordance with sound engineering practice and the approval of the CE will be required.

H. Wetland Detention - Current storm-water attenuation requirements may be permitted by wetland dispersion provided all of the following conditions are demonstrated:

1. All related documents shall be signed and sealed by a registered Florida Professional Engineer;
2. The County's one inch retention volume shall be provided in accordance with Section 4.03.06 and 4.04.03 of the Land Development Code;
3. The wetland to be utilized for storm water attenuation must be wholly controlled by the entity seeking approval of the proposed developments;



4. An acceptable conservation easement must be provided and recorded to ensure that future development will not encroach into areas utilized to meet the storm water attenuation requirement;
5. The Project Engineer must provide adequate documentation and evidence including narratives, calculations, maps, details, and applicable assumption for the CE's review and approval;
6. All down gradient modifications required for the attenuation criteria must be included as a part of the construction/site plan approval process; and
7. All state and federal wetland regulations must be met and evidence of required permits or exemptions must be provided prior to the issuance of a development order by the CE.

I. Velocity of Runoff - Maximum velocity of drainage in open unpaved channels shall not exceed three (3) feet per second.

J. Open Ditches or Swales - The use of open ditches or swales may be allowed, provided the following conditions are met:

1. In Easements

- a. All ditches and/or swales shall be stabilized, grassed or paved.
- b. Bank slopes shall be six (6) to one (1) or flatter, unless permanent concrete stabilization is provided.
- c. Velocity of water shall not exceed three (3) feet per second in grassed swales or six (6) feet per second in paved ditches. Velocities greater than six (6) feet per second may be allowed with appropriate energy dissipates.

2. In Road Rights-of-Way

- d. Swales shall be kept to a minimum depth.
- e. Bank slopes shall be six (6) to one (1) or flatter with a four (4) foot shoulder at a slope of .06' to 1'.

K. Minimum Slopes - The minimum slope for ditches, roadway center lines, swales, and gutters shall be three-tenths (.3) percent.

L. Final Construction Drawings - After installation of improvements, the developer shall submit a letter requesting County acceptance of such improvements for maintenance along with two sets of certified final construction drawings, a Mylar of the drainage systems, certified test results for sub-grade, base and asphalt densities, pavement thickness and the developers and engineers certification to the County for construction, improvements, unless previously submitted to the CE. The CE will cause a physical inspection of the improvements to be accomplished and will approve them or disapprove them as set forth in full in Secant 4.03.07.

Upon his approval, the CE will forward his letter, together with any recommendations produced by the Road and Bridge Department and accompanying drawings to the Board of County Commissioners which shall, in any event, act to approve, accept, or reject the improvements within thirty (30) days of the submittal of the approved system for acceptance.

M. Finished Floor Elevation -

1. Minimum finished habitable floor elevations (excluding basements) shall be eight (8) inches above finished grade. If no sod is installed, elevation shall be ten (10) inches above finished grade. Finished grade shall be sloped downward from the foundation two and one half (2 1/2) inches within ten (10) feet or less including sidewalks, patios and driveways and then sloped a minimum one-sixteenth (1/16) inch per foot to a positive drainage outfall.
2. In all new subdivisions a sealed professional engineer's evaluation shall be required. The engineer's evaluation will include design data, calculations, drawings and applicable assumptions to establish the 100 year water surface profile for the area and shall be submitted to the County Engineer. Upon review by the County Engineer, a minimum finished habitable floor elevation of fourteen inches (14") above the expected 100 year water surface profile will be established and forwarded to the Building Inspection Department where required.
3. In areas determined by Santa Rosa County to be flood-prone with documented high water elevations, a minimum finished habitable floor elevation of eighteen inches (18") above the high water mark will be established by the County Engineer. Finished floor elevation requirements shall be verified prior to issuance of a Certificate of Occupancy by a certified elevation letter from a registered land surveyor or registered engineer.

These regulations are adopted to attempt to reduce flooding to habitable areas of single family residences. It is recognized that no regulation will guarantee that such flooding will occur. These regulations shall not be construed to impose any duty or liability against Santa Rosa County in relation to the enforcement of these regulations or in relation to any flooding which may occur.

4.03.07 Minimum Requirements for the Installation of Improvements in Subdivisions

A. General -

1. All of the improvements required under this Ordinance shall be constructed according to plans approved by the CE with respect to construction details, subject to inspection and certified testing lab data supplied by the developer.

B. Road and Street Construction - Rights-of-way and drainage easements shall be cleared as required and left in a clean and neat condition and shall be sprigged with grass or shall otherwise be protected as required by the CE. Standard Specifications, where referred to herein, shall mean "Standard Specifications for Road and Bridge Construction, Florida State Department of Transportation," as they may be amended from time to time. Applicable sections of the Standard Specifications shall apply to all streets. These specifications are on file with the CE.

1. Subgrade - Subgrade stabilization shall be done in accordance with applicable portions of the Standard Specifications. Unsuitable materials such as stumps, roots, muck, etc., will be removed to at least a depth of two (2) feet below the subgrade. The subgrade and shoulders shall be stabilized to a depth of six (6) inches and to the width of three (3) feet beyond the curb or pavement edge as appropriate. The stabilized area shall be free of muck, roots and other objectionable materials. The subgrade and shoulders shall be stabilized to obtain a minimum Limerock Bearing Ratio of forty (40) and compacted to a minimum of ninety-six (96) percent and an average of ninety-eight (98) percent of maximum density as determined by modified AASHO T 180.
2. Excavation and Embankment - Excavation and embankment shall be done in accordance with the appropriate section of the Standard Specifications to lines and grades indicated in the construction plans.
3. Concrete Curb and Gutter - All roads shall be constructed with concrete curbs. Concrete curb and gutters or lay back curb and gutter shall be required in subdivisions with lot widths less than 110 feet. Concrete curb and/or gutter shall be of a barrier, mountable or header type, as per detail provided by the CE.
  - a. Forms may be wood or metal having a depth of not less than six (6) inches. These shall be set using sufficient supports to hold the concrete without moving.
  - b. Contraction joints shall be constructed every ten (10) feet but no section shall be less than four (4) feet long. Steel templates shall be used for these joints and withdrawn after the initial set. At intervals not to exceed fifty (50) feet and at all structures and inlets and at all radius points, a one-half (1/2) inch full-depth expansion joint shall be constructed of an approved material. Expansion joints shall be constructed with preformed expansion joint materials cut and shaped to the cross-section of the curb.
  - c. Compressive strength for the concrete shall not be less than two thousand, five hundred (2,500) pounds per square inch (PSI) at the end of twenty-eight (28) days. No concrete shall be placed when the air temperature is forty (40) degrees Fahrenheit and falling. Curing methods shall conform to the appropriate section of the Standard Specifications.
  - d. Machine placement of concrete curb and gutter may be allowed with the approval of the CE, provided that an acceptable finished product, true to line, grade, and cross section, is consistently produced.
4. Base - Base shall be constructed of the materials shown on the plans, which materials shall conform to the specifications below and as approved by the CE. Thickness and density of the base shall be measured under direction of the CE at intervals of not less than two hundred (200) feet, in holes through the base of not less than three (3) inches in diameter. Where the compacted base is deficient by more than one-half (1/2) inch, the contractor shall correct such areas by scarifying and adding material for a distance of one hundred (100) feet in each direction from the edge of the deficient area, and the affected area shall be brought to the required state of compaction and to the required thickness and

cross section.

- a. Sand-Clay Base - The material shall conform to the appropriate section of the Standard Specifications and shall be primed and constructed according to the appropriate section of the Standard Specifications.
  - b. Shell Stabilized Base - The materials shall conform to the appropriate section of the Standard Specifications and shall be primed and constructed according to the appropriate section of the Standard Specifications.
  - c. Limerock Stabilized Base - The material shall conform to the appropriate section of the Standard Specifications and shall be primed and constructed according to the appropriate section of the Standard Specifications.
  - d. Sand-Asphalt Base - The material used shall conform to the appropriate section of the Standard Specifications and shall be tacked and constructed in accordance with the appropriate section of the Standard Specifications.
  - e. Soil Cement - The material used shall conform to the appropriate section of the Standard Specifications and shall be primed and constructed in accordance with the appropriate section of the Standard Specifications.
5. Type S-1 Surfacing Asphalt - An asphaltic-concrete surface material one and one half (1.50) inches thick after compaction shall be required on all roads. The surface shall be Type S-I Asphaltic Concrete and shall meet all specifications as given in the appropriate section of the Standard Specifications, or equivalent, as determined by the CE. The surface shall be constructed in accordance with the appropriate section of the Standard Specifications.
  6. Other Surfacing - Other materials may be used, subject to approval of specifications by the CE.
  7. Inspection - During the construction, a field inspection of each phase will be made by the CE, or his designee. It is the developer's responsibility to notify the CE twenty-four (24) hours before a phase of construction will be ready for inspection and testing.
  8. Required Inspection Notifications
    - a. Erosion Control Measures
    - b. Subgrade
    - c. Base and Prime
    - d. Curbing and Pavement
    - e. Pipe after joints are cemented or secured

- f. Pipes at backfill
- g. Headwall - footings
- h. Final

C. Street Name Markers and Traffic Control Devices - Street name markers and traffic control devices shall be installed in accordance with specifications of the CE available in the Engineering Department.

D. Water Supply and Sewerage -

1. Non-county Operated Systems

- a. Water Distribution System - Where a central system is provided, the subdivision shall be provided with a complete water distribution system, including fire hydrants, on water lines adequate to serve the area being platted. In areas that have, or plan to have, two (2) or more dwelling units per acre, a distribution system capable of delivering the equivalent of a 6" PVC pipe shall be installed and connected to an existing 6" water main (or larger). Nominal 6" hydrants with standard hydrant threads shall be installed at not greater than 800' spacing.
- b. Sewage System - In every subdivision, provision shall be made for the satisfactory disposal of sanitary sewage. Where a sewer utility system exists or will exist upon completion of the subdivision, within one half (1/2) mile of the subdivision, a central collection system to serve the development shall be installed by the developer for connection to the sewer utility system. The developer shall be responsible for construction of the first 1/4 mile of the sewer system from the development. The developer shall only be responsible for construction of a sewer system with a capacity meeting minimum standards for the capacity generated by the development. The utility shall be responsible for construction or funding of the construction of up to but not exceeding 1/4 mile of additional line if necessary. However, the utility shall be responsible for construction costs only to the extent such costs do not exceed the dollar amount of sewer taps to be generated from the subdivision.

The utility may satisfy its obligation, as set out in this subsection (b.), by crediting to the developer a number of sewer taps, equal in value to the cost of constructing any necessary line extension not to exceed 1/4 mile sewer system construction, or its obligation may be satisfied by any other mutually agreed upon arrangement between the developer and the utility. In the event the utility exercises its right to satisfy its obligation by the crediting of taps, the developer shall be responsible for constructing the 1/2 mile of sewer system.

If the cost of constructing the sewer system extension to the utility involves extraordinary costs such as water way crossings, wetland crossings, extensive land clearing, etc., the developer or the utility may petition the Board of County Commissioners for an exemption from the requirement to connect the subdivision to utility.

If the developer constructs the system beyond the first 1/4 mile, then the utility shall within thirty (30) days of the developer completing the construction, credit the developer the required amount with cash or sewer taps in cash equivalents.

Minimum standards for sewer lines shall be as follows:

- 1) Gravity lines – 8”
- 2) Force mains – 4”

The determination of whether a sewer utility system will exist upon completion of the subdivision shall be made at the time of preliminary plat approval. In conjunction with the submittal of preliminary plat, the developer shall submit a letter from the franchised sewer utility committing whether or not a sewer utility system will exist within one half mile of the subdivision upon completion of construction. All determinations shall be effective for a one year period. If a final plat has not been submitted within one year of a determination, a new determination of whether a sewer utility system will exist upon completion of construction of the subdivision will be made.

All proposed subdivisions to be platted in the unincorporated areas of Santa Rosa County south of East River, and on Garcon Point are subject to the following:

- 1) A sanitary sewer collection system shall be permitted through the local utility and the Florida Department of Environmental Protection (FDEP). The systems shall be installed along with the other required improvements. Each lot shall be served by gravity flow into the central collection system.
- 2) In areas others than Garcon Point where sanitary sewer is not currently available due to the lack of system capacity, a “Dry Collection System” shall be permitted and installed in accordance with the local utility and FDEP requirements. Permits for construction of residential structures can be issued for subdivisions with Dry Collection Systems provided the following are met:
  - a) An onsite disposal permit is issued by HRS,
  - b) The “onsite” disposal system is constructed entirely on the property other than the lot for which the residential structure permit is sought,
  - c) An easement is provided allowing the exclusive use of the disposal system by the specified residential structure,
  - d) An agreement is executed by the home builder and homeowner that guarantees that the residence will be tied to the central collection system within thirty (30) days after notification to the homeowner by the utility that sewer is available.
  - e) The homebuilder shall provide an escrow account to the county for the

individual residence in an amount to be determined by the County not less than \$3,500.00 and sufficient to secure; the complete and proper removal of the onsite disposal system, physical connection of the residence to the central collection system, payment of the tap fee and restoration of all disturbed areas. The tap fee payment may be made directly to the utility and the escrow amount reduced by the tap fee amount.

- 3) If the cost of constructing the sewer system extension to the utility involves extraordinary costs such as water way crossings, wetland crossings, extensive land clearing, etc., the developer or the utility may petition the Board of County Commissioners for an exemption from the requirement to connect the subdivision to utility.
- c. Level of Service Standard - It is the responsibility of the applicant for subdivision approval and/or developer of such subdivision to provide the CE with documentation on forms provided by the county, and such documentation will illustrate the impact the subdivision will have on water and sewer level of service standards. In addition, on forms provided by the county, the applicant/developer shall provide calculations acceptable to the CE which calculations indicate the projected impact on the water and sewer system serving the subdivision.
2. Stubs - Where sewer services are required by this Ordinance, stubs on sewer services for each lot shall be provided to a point at least ten (10) feet beyond the curb. Stubs shall be provided at a reasonable depth. The utilities contractor shall record measurements of stubs from the nearest manhole to each lateral and provide these measurements to the CE or the appropriate utility company servicing the area. Stubs shall be inspected and approved by the CE or appropriate utility company prior to covering with soil. Locations of laterals shall be indicated by temporary markings on the curb or pavement.

E. Drainage -

1. Drainage System - The developer shall provide an adequate drainage system for any subdivision, including all necessary swales, ditches, canals, green-belts, outfalls, bridges, pipe, retention basins, etc. The drainage system shall be designed to accommodate off-site and on-site contributions. The system shall lead to a positive drainage outlet. Evidence of such positive discharge shall be provided as a part of the construction plan submittal. The developer shall prepare the necessary agreements and easements for disposition of surface waters beyond the limits of the subdivision and shall attempt to acquire necessary rights of easements; provided, however, the County may assist in acquisition of such easements when it is in the public interest and where governmental action is necessary for proper disposition of water and the developer advances all costs and expenses incurred by the County.

No drainage system shall provide for the use of ponds, lakes, settling basins, or other such structures unless the developer has obtained prior approval from the CE. They shall be constructed in accordance with sound engineering practices and standards adopted by

resolution of the BCC. The developer may dedicate such structure to the County, or to owners of property within the subdivision. The fact of such dedications shall be noted on the face of the plat.

A Homeowner's Association or similar body shall be created and given responsibility for maintaining such drainage structure and for paying the property taxes due upon the land upon which the structure is located. The County shall not be deemed to be responsible for the maintenance for the structure, and the County will not be deemed to be the owner of an easement upon the structure; however, the developer shall execute, on his behalf and on behalf of the landowners within the subdivision who are ultimately to have ownership of the structure, a hold harmless agreement, holding Santa Rosa County harmless from the effects of any waters which may flow into or about the structure, and such other provisions as the County may require. The Homeowner's Agreement or document creating the Association or body mentioned above, or other appropriate agreements mentioned above, will vest in Santa Rosa County the authority to assess reasonable fees upon the owners of lots designated in the subdivision as owning the structure, or upon the owners of lots designated as part of the Homeowner's Association, or other similar body, for payment of costs of maintenance and for payment of property taxes for lands designated as ponds or other drainage structures, in the event that such structure is not maintained or that taxes are not paid. These provisions shall also be set forth in any restrictive covenants binding the property.

2. Filling - Low lying land on a building site shall be filled with suitable soil approved by the CE. Minimum elevation of the crown of subdivision roads shall be four (4) feet above mean sea level (U.S.C. & G.S. Datum).
3. Storm Sewers and Manholes - Materials and installation procedures for storm sewers and manholes shall be in accordance with the appropriate sections of the Standard Specifications or approved equivalents.

Minimum pipe diameter shall be fifteen (15) inches or elliptical equivalent. Storm sewers, manholes, and inlets shall be of the following types:

- a. Concrete Pipe
  - 1) Standard concrete pipe shall conform to ASTM Designation L-76-70, Class II
  - 2) Reinforced concrete pipe shall conform to ASTM Designation C-76-70, Class III or IV.
- b. Metal Pipe - Corrugated steel pipe shall conform with the basic requirements of AASHTO M36 allowing for the exceptions of the appropriate section of the Standard Specifications.

All pipe will be bituminous coated on all sides if it will be installed in corrosive environs or in submerged applications, as determined by the CE. Metal pipe shall not be used in tidal or salt water.



c. Manholes and Inlets

1) Material:

- a) Concrete - Minimum compressive strength required at twenty-eight (28) days is two thousand, five hundred (2,500) pounds per square inch (PSI).
- b) Reinforcing Steel - shall be Billet-Steel Bars for Concrete Reinforcement (ASTM Designation A615) of intermediate or hard grades, or equivalent.
- c) Brick - shall be hard, solid, burned brick meeting AASHTO Specification No. M-114, Grade MW.
- d) Other approved materials.

2) Frames, covers and Grates - Cast iron frames, covers and grates shall conform to the drawings in all essentials of design. All castings shall be made of clean, even grain, tough, gray cast iron. The quality of iron in the castings shall conform to the current ASTM Specifications for Class 20 Gray Iron Castings. The castings shall be smooth, true to pattern and free from projections, sand holes or defects. The portion of the frame, cover or grates which are in contact shall be machined so that no rocking is possible. The castings shall be coated with coal tar pitch varnish.

3) Steps - Manhole steps shall be Clow-National Cast Iron Manhole Steps No. A-1483, or other approved material.

4. Canals and Lakes

- a. For canals or lakes designed to have bank slopes 6:1, or flatter, slope protection or seawalls are not generally required.
- b. For canals or lakes designed to have bank slopes steeper than 6:1, but flatter than 2:1, the entire bank slope from the design water surface to a point three (3) feet beyond the berm line shall be grassed in a manner to guarantee a healthy growth of Pangola, Bahia or Bermuda, Centipede and/or other suitable grass.
- c. Bank slopes designed to be steeper than 2:1 will be considered on an individual basis taking into consideration the type of soil; a seawall designed in accordance with good engineering practice and meeting the approval of the CE will be required.
- d. All canals shall be excavated to a width and depth sufficient to eliminate interruption to navigation or drainage that may result from minor shoaling caused by bank erosion.

5. Drainage Easements and Rights-of-Way - The use of open ditches or swale drainage,

where practical, should be limited to road rights-of-way or drainage easements. When open ditches are utilized on a drainage easement an access area for the maintenance of these ditches shall be provided with a sufficient width to carry cleanup equipment.

In any case, a minimum width necessary for the water course plus fifteen (15) feet shall be provided. The fifteen (15) feet shall all be on one side of the water course area and no drainage easements shall be less than twenty (20) feet in width.

6. Erosion Control - Erosion control measures shall be provided to prevent sedimentation and/or erosion of wetlands, County rights-of-way, or adjacent property.
7. Sub-drains, Subsoil Drains and Trench Drains - Sub-drains, subsoil drains, and trench drains shall be required where soil and water conditions warrant.

F. Utilities - Where appropriate to the design of the subdivision, the developer is encouraged to consider placing all utilities underground.

G. Inspection - The CE will cause improvements to be inspected from time to time. Such inspections will be accomplished at a cost to be established by resolution of the BCC.

4.03.08 Installation and Maintenance of Improvements: After preliminary plat and construction plan approval by the CE, the applicant may begin the installation of required improvements. Before any final plat may be approved by the County, and before any lot may be sold or any building permit issued in the proposed subdivision, one of the following must be satisfactorily completed:

A. The developer may secure any necessary permits and install all required improvements as approved in the preliminary plat and construction plans and certified to the County Engineer; or

The developer may post with the County Engineer a performance bond in the form recommended by the County Attorney sufficient to cover the full cost of improvements required in the preliminary plat (or part thereof if developed in accordance with Section 4.03.09 (C) below), and construction plans; the amount to be based on estimates provided to and approved by the County Engineer. The bond shall be released upon satisfactory installation and certification of all improvements; or

C. The developer may post with the County Engineer a cashiers' check or an acceptable letter of credit for an amount necessary to complete all improvements required in the preliminary plat (or part thereof if developed in accordance with Section 4.03.09 (C), below), and construction plans; the amount to be based upon estimates approved by the County Engineer; a cashiers' check or a letter of credit to be released upon satisfactory installation and certification of all improvements; Note: The amount of the check or letter of credit may be reduced at the discretion of the CE based upon completed and certified improvements; or

D. The developer may recommend to the County Attorney and the County Engineer any method of assuring proper installation of improvements in a subdivision not heretofore specifically permitted. The Board of County Commissioners may accept any such alternate procedure provided that it unquestionably guarantees installation and certification of all required

improvements.

E. The developer shall be responsible for correcting any and all defects in, or damage to, the required improvements which occur within a two year period following acceptance for maintenance by the County of the required improvements. The developer shall execute a warranty agreement as prepared by the County.

F. No lot may be sold or building permit issued until the final plat is approved by the County and the plat is recorded.

#### 4.03.09 Final Plat - Approval Process

A. After satisfactory compliance with one of the requirements in Section 4.03.08 above, the developer shall submit a letter to the County Engineer requesting approval of the final plat. This plat should conform in every respect with the requirements specified in Section 4.03.10 of this Ordinance and shall be submitted within twenty-four (24) months from the date of approval of the preliminary plat, unless for sufficient cause the time has been extended. Otherwise, full resubmission of the preliminary plat shall be required. Any request for extension should be made to the County Engineer prior to the expiration date.

B. Each final plat shall be signed by all those required pursuant to Florida Statute Chapter 177 (the Plat Act).

C. If the developer wishes to submit a final plat for a portion of an approved preliminary plat, he may do so, provided that one or more of the requirements of Section 4.03.08 above has been met for the area included in the final plat.

D. The developer shall submit an original linen or Mylar and seven (7) prints of the final plat to the County Engineer, along with one original and two copies of all Covenants and Restrictions, if any.

E. The County Engineer shall date stamp all copies and retain the original linen or Mylar and the executed original of any Covenants and Restrictions.

F. The County Engineer, County Attorney, and County Surveyor, shall approve the final plat for submission to the Board of County Commissioners for final approval or return it disapproved with written comments, and/or marked prints within fifteen (15) working days from the date of submission of a complete application.

G. If the County Engineer approved the plat for presentation to the Board of County Commissioners, the County Engineer shall forward vicinity and location maps, and copies of easements, on his recommendation to the Board of County Commissioners for action. No final plat shall be forwarded for Board approval until such time as all items required by this section have been submitted to the County Engineer.

H. If the developer has previously subdivided and sold lots, whether platted or un-platted, and has failed to correct defects in improvements as required by Section 4.03.08(E) and the County has been required to expend funds to correct said defects or damage, no further plats for

subsequent developments shall be approved for said developer until the developer has reimbursed the County for correction costs incurred.

4.03.10      Final Plat Requirements: When improvements have been installed, or otherwise provided for in accordance with this Ordinance, the Final Plat shall be submitted within not more than twenty-four (24) months after approval of the Preliminary Plat and shall clearly show the following features and information on Mylar sheets 24" x 36":

A.      Legal description of the property which is so complete that from it, without reference to the Plat, the starting point and boundary can be determined. The description should be referenced to the section, township, and range applicable. If in a land grant, the Plat will so state. The initial point in the description shall be tied to the nearest government corner or other recorded and well established corner. Section lines and corners, and forty acre section lines occurring in the plat shall be indicated by lines drawn upon the Plat, with appropriate words and figures. In the case of irregular boundaries, a survey closing-line shall be included.

B.      All Plat boundary lines with lengths of courses to hundredths of a foot and bearings or angles in degrees, minutes and seconds, based on an accurate survey in the field.

C.      The exact location and the widths along the property lines and names of all existing or recorded streets intersecting or paralleling the boundaries of the tract.

D.      Bearings and distance to nearest established street bounds, other established survey lines, or other official monuments, which monuments must be located or accurately described on the Plat. Any established survey or corporation lines shall be accurately monument-marked and located on the Plat, and their names shall be lettered on them.

E.      The accurate location of all permanent reference markers and all markers, specified by Chapter 177 of the Florida Statutes, shall be located and of such material as required by Chapter 177. A minimum of three benchmarks referenced to USC&G shall be established on concrete permanent referenced markers and shown on the face of the recorded plat. In addition, all other lot corners shall be marked with iron pins, minimum of one-half (1/2) inch in diameter and eighteen (18) inches in length, or with galvanized pipe, minimum of one-half (1/2) inch in diameter and eighteen (18) inches in length. The requirement for lot corner markers may be postponed provided that a letter of agreement from the developer's surveyor guaranteeing installation of lot corner markers as specified after construction accompanies the Final Plat.

F.      The exact layout with all survey data required by the Florida Plat Act, including:

1. Street and alley lines - location, bearings, names, angles of intersection and width (including widths along the line of any obliquely-intersecting street).
2. The lengths of all arcs, chords, radii, points of curvature and tangent bearings.
3. All easements or rights-of-ways should be shown, and their intended use shall be clearly stated. Proposed street names shall be included.
4. All lot lines with dimensions in feet and hundredths, and with bearings or angles in

degrees, minutes and seconds, if other than right angles to the street and alley lines.

G. Lots numbered in numerical order, and blocks also numbered or lettered in order.

H. The accurate outline of all property which is offered for dedication for public use, and all property that may be reserved by covenant in the deeds for the common use of the property owners in the subdivision with the intended use indicated.

I. All building or beach setback lines stipulated in deed restrictions or County Ordinances shall be shown or noted.

J. Private restrictions, if any:

1. Boundaries of any type or use restriction.
2. Any private restrictions for each definitely restricted section of the subdivision.
3. Restrictive covenants, if any, will be submitted with the Final Plat, if not previously submitted for early review.

K. Name of the subdivision and name or number of any larger subdivision or tract of which the tract being subdivided forms a part. The words, "Santa Rosa County, Florida" shall appear under the name of the subdivision.

L. Names, recording data, and locations of adjoining subdivisions. If contiguous property is un-platted, it shall be so designated.

M. If the subdivision is a re-subdivision of a part or the whole of a previously recorded subdivision, sufficient ties shall be shown to controlling lines appearing of the earlier plat to permit an overlay to be made, and the fact of its being a subdivision shall be stated as a subtitle following the name of the subdivision wherever it appears on the plat.

N. Names and addresses of the owner or owners of record, the developer, and of the registered Florida Land Surveyor who prepared the plat.

O. North-point, scale, and date. Bearing or azimuth reference shall be clearly stated on the face of the plat in the notes or legend.

P. Certification by the Florida Land Surveyor who prepared the plat to the effect that the plat is a true and correct representation of the lands surveyed; that the survey was made under his responsible direction and supervision; that the survey data complies with all the provisions of the Florida Plat Act; Sections 177.011-177.151, Florida Statutes, as amended from time to time; that all monuments and markers indicated thereon actually exist and their location, size, and material are correctly shown. Any monument destroyed or disturbed by construction shall be replaced by the developer's surveyor: 1) prior to acceptance of improvements and release of bond, or 2) prior to acceptance of the Final Plat, whichever maybe later. The seal of the land surveyor shall appear on the plat.

Q. All dedications, approvals and certificates required by law, including a current title opinion by an attorney or a certification by an abstractor or a title insurance company showing ownership of all land included in the subdivision, and certifications by the CE.

R. Special flood hazard areas where the proposed subdivision or any part thereof is in an area subject to 100 year flooding. Flood Insurance Rate Maps (FIRM) for Santa Rosa County will be used to determine the 100 year flood hazard areas. This notation will be made on the Final Plat by the developer.

S. Any restrictive covenants which may have been required by the County for maintenance of privately owned improvements, such as subdivision entrance markers and private recreation areas or sites.

T. If certification of developer's engineer was required as to any item set forth in these regulations, the engineer's signature and appropriate certification will also appear on the face of the Final Plat.

U. Subdivision boundaries must be tied to the "Santa Rosa County, GPS Network" if located within 3 miles of a control monument, as measured along existing, open public right-of-ways.

1. A minimum of two (2) control monuments must be tied to.
2. Attach a note or table to plat, that indicates the control monuments used, their coordinate values and how to convert grid distances to ground distances.
3. A minimum of two (2) permanent reference monuments (PRM's) on the subdivision boundary must be tied to and labeled. Their coordinate values shall be shown and referenced to the Florida State Plane Coordinate System as derived from the "Santa Rosa County GPS Network."
4. Surveys shall be performed in compliance with 3rd Order, Class I procedures with a minimum accuracy requirement of 1:12,000. All ties to the Control Monuments will include a closed loop traverse or a traverse closing on a minimum of two (2) control points established by celestial observations or independent GPS observations through procedures meeting or exceeding the above stated accuracy requirements.
5. The final plat shall have a statement that indicates that the ties to the "Santa Rosa County GPS Network" were made in accordance with the above requirements.

#### 4.03.11 Final Plat - Filing Process

A. Prior to approval by the Board of County Commissioners, the original linen/mylar shall be reviewed and signed by the County Surveyor.

B. Following approval by Board of County Commissioners, the original linen/mylar shall be signed by the County Engineer and County Attorney.

C. The County Engineer shall transmit the signed original linen/mylar, fees, and other

required documents to the Clerk of Circuit Court, who shall sign the plat certifying that it meets the requirements of the Plat Act, and shall reserve Plat Book and page number for recording.

D. The County Clerk shall retain the signed mylar.

4.03.12 Fees: Appropriate fees shall be charged for processing the preliminary plat. At the time of filing the final plat, the developer shall pay fees to the County by a schedule as established by resolution of the Board of County Commissioners.

The developer shall pay all recording fees. These fees shall be deposited in the appropriate fund of the County.

4.03.13 Modifications and Exceptions

A. Modifications - The general principles of design and minimum requirements set forth in Sections 4.03.03, 4.03.04 and 4.03.07 of this ordinance may be varied in the case of a subdivision large enough to constitute a self-contained neighborhood and developed in accordance with the development plan safeguarded by appropriate restrictions.

The modifications to standards shall be allowed only upon certification of the developer's registered professional engineer and recommendation of the County Engineer and approval by the Board of County Commissioners.

B. Minor Subdivisions - Minor subdivisions, as herein defined, need not comply with the platting requirements and specifications of this Ordinance. However, prior to subdivision, an access management plan for the minor subdivision must be approved by the County Engineer as provided in Section 4.04.03(D)(11). Land conveyed in such developments may be described by metes and bounds, and shall be recorded by deed. This exemption will not apply to parcels located on deeded county right-of-ways where the actual roadway has not been constructed and has not been accepted for maintenance by the County.

C. Inheritance - Any division of land resulting directly from inheritance, testate or intestate, shall be exempted from the platting provisions of this ordinance. However, subsequent re-subdivision shall not be exempted.

D. Deed or Gift - Any deed or gift of any parcel of land given without valuable consideration to any member of the donor's family, shall be exempted from the platting provisions of this Ordinance. The County will not maintain any street created on right-of-ways through such conveyance without the street qualifying under this Ordinance. Such deed or gift subdivisions must comply with Section 2.04.00(B)(6) and any subsequent resubdivision of the same property must comply with all requirements of this Ordinance.

E. Model Home/Sales Office - For each parcel subject to an approved subdivision construction plan, the construction of no more than two (2) principal residential structures for use as a model home and/or on-site sales office provided that such structures may not be sold, occupied for residential purposes or issued a Certificate of Occupancy until the Final Plat is approved and recorded.

F. Variances - In any particular case where the developer can show that by reason of exceptional topographic or other conditions, strict compliance to this ordinance would cause practical difficulty or exceptional and undue hardship, the requirements causing such practical difficulty or hardship may be relaxed through recommendation of the County Engineer and approval of the Board of County Commissioners provided that such relief can be granted without detriment to the public good and without impairing the intent and purpose of this Ordinance.

The Clerk of Circuit Court shall not accept for recording deeds or other legal instruments conveying divisions of property for conveyance to Santa Rosa County unless said instruments have been accepted by the Board of County Commissioners.

G. Paving Exemptions - The paving requirements of this Ordinance shall not be applicable to the paving of any dirt street that is a part of those dirt streets which are parts of the County road system and are being maintained by the County on the effective date of this Ordinance.

H. Boundary Line Exemptions - Conveyances which are executed solely to resolve boundary line disputes or to increase or decrease the size of adjoining parcels of property and which do not create developable parcels of property separate and apart from the existing parcels are exempted from the platting requirements of this Ordinance.

I. Large Parcel Exemptions - Subdivisions of land into parcels twenty (20) acres or greater in size need not comply with the platting and road frontage requirements of this Ordinance so long as no new County roads are created or no new lot or parcel is created within Accident Potential Zone or Clear Zone. Prior to the adoption of Ordinance 91-24, the subdivision of land into parcels greater than four acres in size was exempt from platting requirements. Any residential development which sold lots pursuant to said four acre provision prior to August 22, 1991, may continue the subdivision and development of lots greater than four acres in size without complying with platting requirements. Such continued subdivision of parcels greater than four acres in size shall be allowed only on roads which physically existed prior to August 22, 1991.

J. Large Parcel Subdivisions - The subdivision of land into individual parcels of four (4) acres or more, but less than twenty (20) acres, may be accomplished pursuant to the following provisions:

1. No new County roads shall be created. All roads shall be private roads and shall have a sixty (60)-foot right-of-way with a thirty (30)-foot all-weather road.
2. The fact that the roads are "private roads" shall be indicated on the final plat and within the restrictive covenants of the deeds.
3. Subdivision and road names shall be approved by the County Civil Defense Department.
4. A preliminary plat shall be filed which meets the requirements established by this Code and any supplemental requirements as may be imposed by the Santa Rosa County Engineering Department.
5. The final plat shall meet all requirements of the Florida Plat Act and Section 4.03.10 of



this Ordinance.

6. Drainage plans prepared by a Registered Engineer shall include a storm-water management plan, and such management plan shall be based upon a one hundred (100)-year critical duration storm event.
7. The final plat may not be approved until the County has been supplied proof of establishment of a homeowners association which has been legally formed and filed with the Secretary of State.
8. All private roads shall be owned by the homeowners association, with all landowners becoming a partner as a condition of ownership. The association shall have right of lien foreclosure against an owner's property for non-payment of property assessment which has been assessed by the homeowners association's elected board of directors when such assessments are for drainage and/or road maintenance.
9. Deed restrictions shall be included which prohibit the re-subdivision of the parcels or property into lots or parcels less than four (4) acres in size.

K. Reservations - Notwithstanding any other provision of this Ordinance, a developer may establish a reservation program for prospective purchasers with the following conditions:

1. The developer must establish an escrow or trust account as follows:
  - a. The sub-divider shall, within three (3) business days of receipt, pay all reservation deposits into an escrow account established with a trust company, or a bank having trust powers, located within this state. The sub-divider shall give the prospective purchaser a receipt for any reservation deposit.
  - b. Within seven (7) days of receipt of a reservation deposit, the escrow agent shall send to the prospective purchaser for whom the reservation deposit was received a notice that such deposit has been received. Such receipt shall include notice that the funds are being held and will be released only in accordance with this section.
  - c. The funds may be placed in an interest-bearing or non-interest bearing account, provided, the funds shall at all reasonable times be available for withdrawal in full by the escrow agent.
  - d. The sub-divider shall maintain, for each reservation program, separate records within his books and records in accordance with generally accepted accounting standards, as defined by rule of the Board of Accountancy.
  - e. Upon the written request of a prospective purchaser, the escrow agent shall immediately and without qualification refund in full all moneys deposited by the prospective purchaser. Upon such refund, any applicable interest shall be paid to the prospective purchaser, unless otherwise provided in the reservation agreement.
  - f. The escrow agent may release specific deposits from the reservation account to the

sub-divider only upon adequate showing that the prospective purchaser has entered into a binding contract or agreement for purchase of the subject lot, parcel, or unit. Upon such release, any applicable interest shall be paid to the prospective purchaser, unless otherwise provided in the reservation agreement.

g. The developer must comply with any other applicable state and federal regulations.

L. Family Homestead and Parent Parcel Subdivisions - A Family Homestead of a Parent Parcel subdivision as specified in Article 6.04.11(A) and (B).

#### 4.03.14 Reversion of Subdivided Land to Acreage

A. Vacation Before Re-subdivision by Owner - Before the Board of County Commissioners shall approve a final plat of land for which a final plat previously been filed and recorded, the owner of the platted land sought to be re-subdivided shall vacate the prior subdivision or such portion or portions of the prior subdivision in the manner prescribed by law. The re-subdivision of an individual lot shall be exempt from this provision.

B. Vacation Before Re-subdivision by the Board of County Commissioners - The Board of County Commissioners, by its motion and upon resolution, may order the vacation and reversion to acreage of all or any part of a subdivision within its jurisdiction, provided that the Board of County Commissioners shall hold a public hearing thereon in accordance with requirements of Chapter 177, Florida Statutes, and shall make findings required by Part II of Chapter 163, Florida Statutes.

C. Access to Individually Owned Parcels - No owner of any parcel of land in a subdivision shall be deprived of reasonable access to such parcel by reversion to acreage.

4.03.15 Appeals: Any action of the County Engineer, County Attorney, or other County departments involving these requirements may be appealed in writing to the Board of County Commissioners within sixty (60) days of the contested action.

The Board of County Commissioners may refer questions arising from the appeal to the Santa Rosa County Planning Board for recommendations. The decision of the Board of County Commissioners is subject only to judicial review.

*(Modified Ord. No. 92-03, 2/27/92; Ord. No. 93-04, 2/11/93; 93-22, 11/24/93; Ord. No. 94-12, 6/7/94; Ord. No. 95-25, 9/14/95; Ord. No. 96-30, 10/24/96; Ord. No. 97-03, 2/27/97; Ord. No. 98-17, 10/22/98; Ord. No. 99-11, 6/10/99; Ord. No. 2004-12, 4/26/04; Ord. No. 2005-07, 4/14/05)*

**4.04.00 SITE PLAN APPROVAL:** Wherever in this ordinance site plan approval is required, the following procedures and requirements shall be followed; except where an interior use change does not result in exterior additions, provided, however, that when additional parking is required pursuant to this ordinance, as a prerequisite to any change of use, or the addition to any multiple family or commercial building or structure, site plan approval shall be required.

**4.04.01 General Procedure** - All applications shall include a verified statement showing each and every individual person having a legal and/or equitable ownership interest in the property upon which the application for site plan approval is sought, except publicly held corporation whose stock exchange is traded on a nationally recognized stock exchange in which case the name and address of the corporation and principal executive officers will be sufficient.

A. **Application Form** - Such application shall be in a form substantially in accordance with the form prescribed by the County Planner (Director, Community Planning, Zoning and Development Division), copies of which may be obtained from the Community Planning, Zoning and Development Division. A written power of attorney authorizing a person other than the owner(s) to sign such application must be attached to and accompany said application and submitted to the Community Planning, Zoning and Development Division.

B. **Application Fees** - A fee shall be required for filing said application in amounts specified by the County Commission. A schedule of such fees shall be maintained in the Community Planning, Zoning and Development Division.

C. **Department Review** - The application shall be forwarded to the County Building Department and such other departments as may be pertinent. Departments shall then proceed to make appropriate studies and/or reviews and take into consideration the recommendations of other County departments concerned with the attendant problems including by not limited to waste water systems, refuse collection, surface water drainage, water supply, fire protection, buffering for abutting residential properties, pedestrian and vehicular access, internal circulation and vehicular parking, and such other requirements as the County Planner deems applicable to make an appropriate evaluation. The evaluative comments shall then be forwarded to the County Planning and Zoning Division for appropriate action. This shall be done with deliberate haste by all departments so as to prevent inconvenience and delay to the project.

D. **Site Development** - The site plan permit number shall be displayed prior to commencing land disturbing activities. The site plan permit number shall be visible from the road and be displayed at all times.

E. An applicant for a site plan located in whole or part within a Military Airport Zone shall submit a copy of the site plan and any supporting documents to the military representative who serves as an ex officio member to the Local Planning Board at the time application is delivered to Santa Rosa County. **The military representative will have 10 days to review the plans and submit written comments to the Planning and Zoning Director.** The Planning and Zoning Director shall not approve or recommend to approve any site plan until he has received and reviewed written comments prepared by the military representative.

4.04.02      Conformance with Ordinance and Comprehensive Plan Required: Any building, structure or use shall be erected, altered, installed and/or maintained in full conformity with the provisions of this ordinance, with the site plan approved by the Community Planning, Zoning and Development Division and with the Adopted Comprehensive Plan of Santa Rosa County.

4.04.03      Considerations in Reviewing Site Plans

A.    Site Location and Character of Use - The zoning districts including bulk regulations, general provisions and the list of permitted accessory and conditional uses, the adequate provision for public services, off-street parking, landscaping, required open spaces, yards and building setbacks and conformance to performance standards shall collectively be the principal guide in determining the suitability of the location of the proposed use. However, the density or intensity of the proposed use shall be compatible with adjacent uses, and the following factors shall be considered as well:

1. Residential Density: The gross density (i.e. units per gross land area of site) of specific site plans and subdivisions shall be compatible with the established range of densities within the impacted area and as established by the adopted Comprehensive Plan. Densities in the higher limits of respective ranges are reserved for sites with the following characteristics:
  - a. sites within highly accessible portion of the district nearest major thoroughfares or minor collectors as opposed to internal residential streets;
  - b. sites abutting the boundary of less restrictive districts where development of relatively higher intensity is permitted. (Similarly, lower densities should be maintained near the boundary of more restrictive districts in order to provide for orderly land use transition and to protect the character of established neighborhoods);
  - c. sites serviced by a sufficient system of public service including, but not limited to, improved streets, sanitary sewerage, and storm sewers or other effective system for managing storm water run-off; and
  - d. sites having natural features including topography, soils, hydrology, and other natural features which are adaptive in the more intense development.
2. Intensity of Non-Residential Development: In reviewing non-residential development the intensity of the use shall be determined by applying bulk regulations, performance standards and by limiting the amount of impervious cover to a maximum of 85 percent.

B.    Appearance of Site - The appearances of sites and structures shall be coordinated for the purpose of creating a pleasing and harmonious overall effect. The choice of building materials, plant materials, colors, lighting and other building site improvements shall be commensurate with the objectives of the subject use without generating adverse visual impact on surrounding properties or transportation corridors. The purpose of the guidelines is to ensure that the corridor develops at the highest quality level of development. The result will be an attractive environment which appeals to both residents and visitors, who in turn, will find this a more

desirable area in which to live, work, shop and visit.

In HCD district, the facade being the exterior walls of a building exposed to public view from travel on the corridors shall be constructed of the following: brick, stone, stucco, wood or vinyl.

Architectural style or design is not restricted. Evaluation of a project shall be based on the quality of its design and relationship to the impacted area considering the following factors:

1. Mechanical equipment or other utility hardware (including satellite receiving dishes) other than antennas and stacks on roofs shall be harmonious with the building or they shall be located and/or screened (in compliance with Section 7.02.05 relative to fences and walls) so as not to be visible from any public ways within the impacted area, except as provided for in Section 7.02.07.
2. Refuse and waste removal areas shall be screened (in compliance with Section 7.02.05 relative to fences and walls) from adjacent properties and public ways by appropriate fences, wall or hedges. In cases where dumpsters must be located in areas highly visible from any public right-of-way, the County Planner shall be authorized to require appropriate vegetative or structural screen to shield an unsightly condition.
3. All businesses, services or manufacturing or processing shall be conducted within completely enclosed buildings in the M-1 district and more restrictive districts. If the Planning and Zoning Division determines that a demonstrated necessity exists for outside storage or display due to the impracticality and unreasonableness of enclosure of such service, then such storage and display areas or yards shall be screened in compliance with Section 7.02.00 et. seq. of this Ordinance.
4. Exterior lighting shall be so arranged as to shield or deflect the light from adjoining properties and public streets. Performance standards of this Ordinance shall be complied with.

C. Access, Internal Circulation and Off-Street Parking:

1. In determining whether the criteria of this Section are met, the County Planner shall consult with the Florida Department of Transportation, the County Public Works Director, the County Engineer, and other relevant County Departments as deemed necessary. Driveways and areas for the parking and internal circulation of vehicles shall be located, designed and controlled so as to provide for safe and convenient access from adjoining streets. The applicant for site plan approval shall provide vehicular access in accordance with Florida's Department of Transportation Standards and as accepted by the Planning Director. Requirements of Article 7 shall be applied for off-street parking. Among factors to be considered shall be the number and location of access drives from adjacent streets, the location and width of driveways and access aisles to parking spaces, the arrangement of parking areas and means of access to buildings for fire-fighting apparatus and other emergency vehicles.
2. Parking areas and driveways shall be clearly identified and separated from principal pedestrian routes and recreation areas by curbs, pavement markings, planting areas,

fences or similar features designed to promote pedestrian safety.

3. Vehicular access to adjoining minor residential streets shall not be permitted when adequate access is available to collector or arterial roads unless the following conditions are met:
  - a. granting the access point will improve safety or traffic circulation along the collector or arterial road for vehicles, pedestrians, and/or bicycles; and,
  - b. the access point will not create a safety hazard or significantly impact vehicles, pedestrians, and/or bicycles utilizing the residential street.

This requirement shall be waived when vehicular access has been provided on the recorded plat.

4. All development proposals shall provide turning lanes as required according to County specifications and shall be coordinated with the Florida Department of Transportation, as appropriate.
5. In order to reduce turning movements on roadways, new access points to development sites or projects shall be as follows:

<u>Functional Class of Roadway</u>	<u>Distance Between Access Points</u>
Arterial	300 feet
Collector	185 feet

6. All development including single family residential construction and driveway construction, connecting to county roads shall obtain a permit from Santa Rosa County prior to construction of a driveway connection.

The applicant shall provide Santa Rosa County a drawing depicting the parcel and proposed driveway connections. Santa Rosa County will advise the applicant in writing as to the requirements for construction of any driveway connection including culvert pipe length, size and method of construction. Said standards will be as established by Resolution of the Board of County Commission.

The completed driveway shall be inspected and approved by the County prior to issuance of a certificate of occupancy for any structure serviced by said driveway.

Failure to obtain a driveway permit prior to construction of any driveway connection or failure to construct a driveway connection in compliance with said permit shall constitute a violation of this ordinance.

Nothing in this section shall be deemed to deny access to any private property.

D. Access Management Corridors -

## 1. Applicability

This Article shall apply to selected arterials and collectors within the un-incorporated areas of Santa Rosa County, as identified in Table 1, and to properties that abut these roadways except for activities within RR-1, R-1, R-1A, and R-1M Zones and the Agricultural Zones (AG and AG-2). The access classification system and standards of the Florida Department of Transportation shall apply to all roadways on the State Highway System.

All lots of record or parcels subject to a contract for deed or purchase, as of the effective date of this ordinance, and fronting on those thoroughfares designated in Table 1, shall be entitled one (1) driveway/connection per parcel on said public thoroughfare(s). For purposes of this section, contiguous lots under single ownership shall be considered a single parcel. When subsequently subdivided, either as metes and bounds parcels or as a recorded plat, parcels designated herein shall provide access to all newly created lots which are unable to meet the access spacing standard for the road segment via the permitted access connection. This may be achieved through joint and cross access, service drives, and other reasonable means of ingress and egress in accordance with the requirements of this code. The following standards shall also apply:

## 2. Access Management Classification System and Standards

- a. The following access classification have been assigned to major thoroughfares under state and local jurisdiction as provided in Tables 1 and 2 in accordance with Chapter 14-97, Administrative Rules of the Department of Transportation, and the requirements of this Code. These access classes are defined as follows:

Access Class 1 - Limited Access Highways, designed for high speed, high volume traffic movements. Access is permitted only via interchanges.

Access Class 2 - Highly controlled access facilities distinguished by their ability to carry high speed, high volume traffic over long distances in a safe and efficient manner. These highways are distinguished by a system of existing of planned service roads, a highly controlled limited number of connections median openings and infrequent traffic signals.

Access Class 3 - These facilities are controlled access facilities where direct access to abutting land will be controlled to maximize the through movement of traffic. This class will be used where existing land use and roadway sections have not been built out to the maximum land use or roadway capacity or where the probability of significant land use change in the near future is high. These highways are distinguished by existing or planned restrictive medians and maximum distance between signals and driveway connections. Local land use planning, zoning and subdivision regulations should be such to support the restrictive spacings of this designation.

Access Class 4 - These facilities are controlled access highways where direct access to abutting land will be controlled to maximize the through movement of traffic. This

class will be used where existing land use and roadway sections have not been built out to the maximum land use or roadway capacity or where the probability of significant land use change in the near future is high. These highways are distinguished by existing or planned non-restrictive median treatments.

Access Class 5 - This class will be used where existing land use and roadway sections have been built out to a greater extent than those roadway segments classified as Access Classes 3 and 4 and where the probability of a major land use change is not as high as those roadway segments classified Access Classes 3 and 4. These highways will be distinguished by existing or planned restrictive medians.

Access Class 6 - This class will be used where existing land use and roadway sections have been built out to a greater extent than those roadway segments classified as Access Classes 3 and 4, and where the probability of a major land use change is not as high as those roadway segments classified Access Classes 3 and 4. These highways will be distinguished by existing or planned non-restrictive medians or centers.

Access Class 7 - This class shall only be used in urbanized areas where existing land use and roadway sections are built out and where significant land use changes or roadway widening will be limited. This class shall be assigned only to roadway segments where there is little intended purpose to provide high speed travel. Access needs, though generally high in those roadway segments, will not compromise the public health welfare and safety. Exceptions to standards in this class will be considered if the applicants design changes substantially reduce the number of connections compared to existing conditions. These highways can have either restrictive or nonrestrictive medians.

## **TABLE 1**

### **Access Classification of State and County Roadways**

<b><u>Jurisdiction</u></b>	<b><u>Segment</u></b>	<b><u>Access Class</u></b>
<b><u>State Roads</u></b>		
SR 8 (I-10)	Escambia Co. Line to OK County Line	1
SR 30 (US 98)	Gulf Breeze City Limits or Ok. County Line	3
SR 87S	US 98 to Yellow River	3
<b><u>County Roads</u></b>		
SR 87 to US 98	East Bay Blvd	4



**TABLE 2**

**Access Classification System & Standards**

<u>Access Class</u>	<u>Functional Class</u>	<u>Connection Spacing (feet)</u>	
		<u>&gt;45 mph</u>	<u>&lt;45 mph</u>
1*			
2	Arterial	1320	660
3	Arterial	660	440
4	Arterial	660	440
5	Collector	440	245
6	Collector	440	245
7	Collector	125	125

\* access is permitted only via interchanges

- b. All connections on state and county facility segments that have been assigned an access classification shall meet or exceed the minimum connection spacing requirements of that access classification, as specified in Table 2.
- c. Separation between access connections for individual parcels on all collectors and arterials under local jurisdiction that have not been assigned an access classification and for activities within zoning districts that are exempt from this section shall be based upon the standards in Article 4.04.03(C)(5) and are as follows:

<u>Functional Class of Roadway</u>	<u>Distance Between Access Points</u>
Arterial	300 feet
Collector	185 feet

- d. Driveway spacing shall be measured from the closest edge of the pavement to the next closest edge of the pavement. The projected future edge of the pavement of the intersecting road shall be used in measuring corner clearance, where widening, relocation, or other improvement is indicated in an adopted local thoroughfare plan or five year transportation plan of the metropolitan planning organization.

- e. If the connection spacing of this code cannot be achieved, then a system of joint use driveways and cross access easements shall be required in accordance with Article 4.04.03(D)(4).
  - f. Turning lanes shall be provided in accordance with section 4.04.03(C)(4) by requiring all development proposals to provide turning lanes as required according to County specifications and shall be coordinated with the Florida Department of Transportation, as appropriate.
3. Corner Clearance
- a. Corner clearance for connections shall meet or exceed the minimum connection spacing requirements for the roadway.
  - b. New connections shall not be permitted within the functional area of an intersection or interchange as defined by the connection of spacing standards of this code.
  - c. In addition to the required minimum lot size, all corner lots shall be of adequate size to provide for required front yard setbacks and corner clearance on street frontage.
4. Joint and Cross Access
- a. Adjacent commercial and/or office properties classified as major traffic generators (i.e. shopping plazas, office parks), shall provide a cross access drive and pedestrian access to allow circulation between sites. Major traffic generators developed adjacent to vacant property which is in an applicable zoning district, shall make provision for cross access to the vacant property. Major traffic generators shall be defined as any commercial or office use which generates more than 1% of the maximum allowable volume for the road segment. Trip generation shall be determined using trip rates in the Land Development Code or if an applicable category cannot be determined, the ITE Trip Generation Manual (latest edition) may be used.
  - b. A system of joint use driveways and cross access easements shall be required wherever the connection spacing of this code cannot be met for property identified in Section 4.04.03(D)(1) which front on roads listed in Table 1. In such cases, the building site shall incorporate the following:
    - 1) A continuous service drive or cross access corridor extending the entire length of each parent parcel served to provide for driveway separation consistent with the access management classification system and standards.
    - 2) A design speed of 10 mph and sufficient width to accommodate two way travel aisles designed to accommodate automobiles, service vehicles, and loading vehicles;
    - 3) Stub-outs and other design features to make it visually obvious that the abutting properties may be tied in to provide cross access via a service drive;

- 4) A unified access and circulation system plan that includes coordinated or shared parking areas is encouraged wherever feasible.
  - c. Shared parking areas shall be permitted a reduction in required parking spaces if peak demand periods for proposed land uses do not occur at the same time periods.
  - d. Pursuant to this section, property owners shall:
    - 1) Record an easement with the deed allowing cross access to and from other properties served by the joint use driveways and cross access or service drive;
    - 2) Record a joint maintenance agreement with the deed defining maintenance responsibilities of property owners.
5. Interchange Areas
- a. New interchanges or significant modification of an existing interchange will be subject to special access management requirements to protect the safety and operational efficiency of the limited access facility and the interchange area, pursuant to the preparation and adoption of an access management plan. The plan shall address current and future connections and median openings within 1/4 mile of an interchange area (measured from the end of the taper of the ramp furthest from the interchange) or up to the first intersection with an arterial road, whichever is less.
  - b. The distance to the first connection shall be at least 660 feet where the posted speed limit is greater than 45 mph or 440 feet where the posted speed limit is 45 mph or less. This distance shall be measured from the end of the taper for that quadrant of the interchange.
6. Access Connection and Driveway Design
- a. Driveway width shall meet the following guidelines:
    - 1) If the driveway is a one way in or one way out drive, then the driveway shall be a minimum width of 16 feet and shall have appropriate signage designating the driveway as a one way connection
    - 2) For unsignalized two-way access, each lane shall have a width of 12 feet and a maximum of four lanes shall be allowed. Whenever more than two lanes are proposed, entrance and exit lanes shall be divided by a median. The median shall be 10 feet wide.
    - 3) Driveways that enter the major thoroughfare at traffic signals must have at least two outbound lanes (one for each turning direction) of at least 12 feet width, and one inbound lane with a 14 feet width.
  - b. Driveway grades shall conform to the requirements of FDOT Standard Index, Roadways and Traffic Design Standard Indices, latest edition.

- c. Driveway approaches must be designed and located to provide an exiting vehicle with an unobstructed view. Construction of drive-ways along acceleration or deceleration lanes and tapers is discouraged due to the potential for vehicular weaving conflicts.
- d. Driveway width and flair shall be adequate to serve the volume of traffic and provide for rapid movement of vehicles off of the major thoroughfare, but standards shall not be so excessive as to pose safety hazards for pedestrians, bicycles or other vehicles. In situations where increased driveway flare is required to accommodate high turning volumes channelizing medians shall be required.
- e. The length of driveways or “Throat Length” shall be designed in accordance with the anticipated storage length for entering and exiting vehicles to prevent vehicles from backing into the flow of traffic on the public street or causing unsafe conflicts with on-site circulation. These measures are to be applied to the principle access to a property and are not intended for minor driveways.

**TABLE 3**

**Driveway Throat Lengths**

Larger Developments > 200,000 sq. ft. with signalized driveway	200'
Smaller Developments < 200,000 sq. ft. with signalized driveway	75'
Unsignalized driveways	30'

7. Requirements for Out-parcels and Phased Development Plans

- a. In the interest of promoting unified access and circulation systems, development sites under the same ownership or consolidated for the purposes of development and comprised of more than one building site shall not be considered separate properties in relation to the access standards of this code. All necessary easements, agreements, and stipulations required in Article 4.04.03(D)(4) shall be met. This shall also apply to phased development plans. The owner and all lessee within the affected area are responsible for compliance with the requirements of this code and both shall be cited for any violation.
- b. If the access spacing for the roadway cannot be met, then all access to the out-parcel must be internalized using the shared circulations system of the principle development or retail center. Access to out-parcels shall be designed to avoid excessive movement across parking aisles and queuing across surrounding parking and driving aisles.

8. Emergency Access

In addition to minimum side, front, and rear yard setback and building requirements

specified in this code, all buildings and other development activities such as landscaping shall be arranged on site so as to provide safe and convenient access for emergency vehicles.

#### 9. Non Conforming Access Features

- a. Permitted access connections in place as of the date of adoptions of this ordinance that do not conform with the standards herein shall be designated as nonconforming features and shall be brought into compliance with applicable standards under any of the following conditions:
  - 1) When new access connection permits are requested;
  - 2) When the cumulative square footage of all enlargements or improvements are at least 50% of the existing floor area or impervious surface area;
  - 3) As roadway improvements allow. Road improvements shall be defined as major construction projects such as lane widening. Roadway projects such as re-striping, repaving, or construction of turn lanes shall not cause non-conforming access features to be required to be brought into compliance.

#### 10. Corridor Access Management Overlay

- a. All lots of record or parcels subject to a contract for deed or purchase, as of the effective date of this ordinance, which do not abut a lot under the same ownership and fronting on those thoroughfares designated in Table 1, shall be entitled one (1) driveway/connection per parcel on said public thoroughfare(s). For purposes of this Section, contiguous lots under single ownership shall be considered as a single parcel. When subsequently subdivided, either as metes and bounds parcels or as a recorded plat, parcels designated herein shall provide access to all newly created lots which are unable to meet the access spacing standard for the road segment via the permitted access connection. This may be achieved through joint and cross access, service drives, and other reasonable means of ingress and egress in accordance with the requirements of this Code.

The following standards shall also apply:

- 1) For a site located adjacent to a vacant lot without a permitted access, the access spacing for the road segment will be maximized by assuming a permitted access connection exists on the adjoining property line.
- 2) Parcels with large frontages may be permitted additional driveways at the time of adoption of these requirements provided they are consistent with the applicable driveway spacing standards.
- 3) That portion of a corridor affected by these overlay requirements shall be delineated on the county zoning map.

## 11. Minor Subdivisions

- a. Minor subdivisions which meet the criteria of Article 4.03.13(B) must provide an access management plan to be approved by the Engineering Department.
- b. The Engineering Department, with concurrence from the Planning and Zoning Department, shall approve the access management plan for the minor subdivision, provided the following standards are satisfied:
  - 1) Each proposed lot must be buildable in conformance with the requirements of this Code and all other applicable regulations;
  - 2) Each lot shall abut a county maintained or approved road with the required minimum lot frontage for the zoning district where the lots are located.
- c. The Engineering Department, with concurrence from the Planning & Zoning Department, shall consider a proposed minor subdivision upon the submittal of the following materials:
  - 1) An application form provided by the county;
  - 2) Three (3) copies of the proposed minor subdivision access plan;
  - 3) Land descriptions and acreage or square footage of the original and proposed lots and a scaled drawing showing the intended divisions.
- d. Review Procedure
  - 1) The County Engineer shall transmit a copy of the proposed minor subdivision access plan to the Planning & Zoning Department as well as any other applicable departments for review and comment.
  - 2) If the proposed minor subdivision access plan meets the conditions of this section and otherwise complies with all applicable laws and ordinances, the County Engineer shall approve the minor subdivision access plan by signing the application form.

## 12. Site Plan Review Procedures

- a. Any application that involves access to the State Highway System shall be reviewed by the Florida Department of Transportation for conformance with state access management standards. The County Engineering Department shall consider comments from FDOT in its review of the site plan.
- b. If the application must be revised, the applicant shall resubmit the plan with the changes made. The plan, with submitted changes, will be reviewed within 10 working days and approved or rejected. Second applications may only be rejected if specified changes are not made or if elements of the site plan no longer meet code

requirements.

- c. If the access permit is denied, the County Engineer shall provide an itemized letter detailing why the application has been rejected.
- d. Applicants whose permits are rejected or approved with conditions may appeal to the Board of Adjustments.

### 13. Variance Standards

In addition to the conditions specified in Section 2.04.00(A), variation from these standards may be permitted at the discretion of the Board of Adjustment where the effect would be to enhance the safety or operation of the roadway. Examples might include a pair of one-way driveways in lieu of a two-way driveway, or alignment of median openings with existing access connections.

#### E. Open Space and Landscaping

1. Open space and spaces between buildings required by this Ordinance shall be located and improved so as to reasonably serve the purposes for which the requirements are intended. These purposes include provisions of adequate light and air, appropriate separation between buildings and uses, enhancement, privacy, sufficient area for recreation and leisure pursuits (in residential areas) and to facilitate surface water drainage.
2. The Landscape Performance Standards and provisions of each Section shall be satisfied as well as provisions concerning protection of trees and the natural landscape of the site as to prevent excessive change in existing character, storm water run-off, erosion, siltation and dust.
3. In order to maintain stability of residential areas, non-residential development within or abutting residential districts and multiple family development abutting single family residential districts, shall provide a six (6) foot wall or fence in accordance with Section 7.02.05.

In addition, one tree shall be provided for each forty (40) linear feet or fraction thereof of such barrier and must consist of species from the Planning Department's Replant List. Each tree planted shall be in accordance with the minimum size criteria stated in Section 7.02.02(D)(3). Each planting area shall be landscaped with grass, ground cover or other landscape material excluding paving in addition to the required trees and screening material. Credit may be given for existing plant material against the requirements of this paragraph.

4. For new subdivisions, provisions for street tree plantings in Article 7, Performance Standards, shall be satisfied.

#### F. Flood Prone Land - Construction in flood prone areas shall comply with the County Flood Hazard Prevention Regulations as defined within Article 10 of this ordinance.

G. Provision of Adequate Public Services - Appropriate facilities for providing potable water, sanitary sewerage collection, solid waste disposal, surface water drainage and fire protection shall be incorporated in the site plan. These facilities shall be reviewed by appropriate County Departments. The evaluative comments of department heads shall be provided to the Planning Director to facilitate the Department review. A concept plan for drainage of storm-water run-off supplied by the applicant shall be approved by the County Engineer prior to approval of a site plan by the County Planning Department. On site retention facilities shall be required to meet storm-water quality standards. Prior to application for a building permit, a detailed drainage plan prepared by a professional engineer, registered in the State of Florida, shall be approved by the County Engineer. A Florida registered professional engineer shall certify that the drainage plan has been appropriately implemented prior to the issuance of certificate of occupancy (see Sections 4.03.06(F) and 4.03.07(E)). Drainage plans shall not be required for site plans with a total impacted area of less than fifteen hundred (1500) square feet.

In order to control storm-water runoff and minimize impact on existing County drainage facilities and further to aid in the protection of the quality of ground and surface water, the conceptual and detailed site drainage plan shall include at least the following provisions:

1. The site drainage plan shall include practical means of reducing the amount of pollution generated by the project to a level compatible with current Florida Water Quality Standards found in Chapters 17-2, 17-3, 17-4, and 17-6 of the Florida Administrative Code; (i.e. Department of Environmental Protection Minimum Standards). Such standards shall be met including the retention and disposal by percolation of at least the first one inch of runoff within seventy-two (72) hours. Systems utilizing filter systems shall provide the recovery in thirty six (36) hours. Skimming devices shall be required. Calculations must also demonstrate that the pond can percolate the entire retention volume within three hundred and sixty (360) hours.
2. On-site retention and detention storage shall be provided for the increased storm water run-off from the proposed development and offsite contributing areas for all critical duration design storms up to and including, the twenty-four (24) hour, one hundred (100) year frequency storm. The drainage facilities shall provide a release mechanism to limit the storm water run-off peak rate and timing from the storage facility to that which would have been expected from the development site under natural or pre-developed conditions for a one hundred (100) year critical duration storm. Drainage systems in areas with no positive drainage outlet shall be designed to a more stringent criteria to include the retention of the twenty-four (24) hour, one hundred (100) year frequency storm event with no offsite discharge. Rainfall intensity-duration information for calculating runoff shall be based upon the curves prepared by the Florida Department Transportation, Zone 1 area. The C.E. may decrease the allowed release rate for those developments which have documented significant down-stream storm-water impacts to predevelopment storm-water runoff rate from a ten (10) year storm.

The C.E. may reduce the retention storage requirement for developments that provide a direct storm-water discharge to the Gulf of Mexico, Santa Rosa Sound, Escambia Bay, East Bay, Blackwater Bay, East River, Yellow River, and Blackwater River and provide 1" retention volume and recovery.



3. The drainage facilities shall be designed to accommodate off-site and on-site storm-water runoff contributions. The storm-water management plan data shall consist of, at least: inflow hydrographs, velocities, evidence of a positive drainage outlet, flood routing calculations and storage recovery calculations based upon current site percolation tests.
4. All storm-water management plans shall be so designed, signed and sealed by a Florida registered professional engineer. The Building Department shall not issue any construction permit without the storm-water plan approval from the County Engineer's Office.
5. A Florida Department of Transportation Drainage Connection Permit (or proof of exemption) pursuant to Rules of the Department of Transportation, Chapter 14-86, "Drainage Connections" as now exists or hereafter amended, shall be obtained prior to application for a building permit and submitted to the Planning and Zoning Division.

H. Additional Consideration - The County Planning and Zoning Division may require additional information to be provided by the petitioner for site plan review in order to carry out a review process which is necessary to fulfill the purpose, intent and spirit of this Ordinance. The CE or Planning Director may require a detailed drainage plan or certified boring and soils tests prior to final action in order to avoid adverse environmental impacts, particularly in large scale development proposals.

I. All proposed commercial and multifamily developments located in unincorporated areas of Santa Rosa County south of East River, and on Garcon Point, that are expected to generate wastewater flows of at least 750 gallons per day are subject to the following:

1. A sanitary sewer collection system and transmission system meeting FDEP and local utility requirements shall be installed if sanitary sewer facilities are located within 500 feet in an abutting right-of-way or easement.
2. In areas other than Garcon Point, where sanitary sewer is not currently available due to the lack of system capacity, a "Dry Collection System" shall be permitted and installed in accordance with the local utility and FDEP requirements. Permits for construction of structures can be issued for development with Dry Collection Systems provided the following:
  - a. An onsite disposal system permit is issued by HRS,
  - b. An agreement is executed by the developer that guarantees that the structure will be tied to the central collection system within thirty (30) days after notification by the utility that sewer is available,
  - c. The developer shall provide an escrow account to the county for the development in an amount to be determined by the county not less than \$3,500.00 and sufficient to secure; the complete and proper removal of the onsite disposal system, physical connection of the structure to the central collection system, payment of tap fees, and restoration of all disturbed areas. The tap fee payment may be made directly to the utility and the escrow amount may be reduced by the tap fee payment.

3. If the cost of constructing the sewer system extension to the utility involves extraordinary costs such as waterway crossings, wetland crossings, extensive land clearing, etc., the developer or the utility may petition the Board of County Commissioners for an exemption from the requirement to connect the development to utility.

J. Single Family Dwelling and Duplex Development Storm Water Control

1. All single family dwelling and duplex development activities, shall maintain erosion control measures so as to prevent sediment or debris from leaving the development parcel. Any sediment or debris that leaves the development site shall be properly recovered by the building permit holder.

Failure to comply with this requirement shall constitute a violation of this ordinance and shall be cause for suspension of a building permit or development order.

4.04.04 Approval by the County Planning, Zoning and Development Department: The County Planning, Zoning and Development Department shall not approve any site plan unless it finds that such site plan conforms to all applicable provisions of this ordinance, that the safety and convenience of the public are properly provided for, that adequate off-street parking and loading facilities are provided owners, tenants, visitors and employees, and that adequate protection and separation are provided for contiguous and nearby residential property. Further, site plan approval is contingent upon the applicant meeting the tests for concurrency.

4.04.05 Approval Subject to Conditions: The County Planning, Zoning and Development Department may attach to its approval of a site plan any reasonable conditions, limitations or requirements which are found necessary, in its judgment, to effectuate the purpose of this Section and carry out the spirit and purpose of the Zoning Ordinance.

4.04.06 Information Included on Site Plan: For structures and uses of fifteen hundred (1500) square feet or more of floor area or impervious surface area, whichever is greater, all architectural and/or engineered designs must be prepared by a professional architect or engineer registered in the State of Florida pursuant to Florida Statutes 471. All other structures and uses must still meet the site plan requirements, however, such plans need not be designed by a professional architect and/or engineer. A site plan, for the purposes of this section, shall include, but not necessarily be limited to, the following requirements:

- A. Site plan with grades, finished ground floor elevations, contours, number of dwelling units, square footage of site, building coverage, square footage of paved areas, and open area.
- B. A scaled drawing of the sides, front, and rear of the building or structure, generalized floor plan uses and square footage of each proposed use of all buildings or structures.
- C. Location and character of all outside facilities for waste disposal (including dumpsters), storage areas, display, or utilities.
- D. All pedestrian walks, malls, yards and open spaces.
- E. Location, size, character, height or orientation of all signs as required in this ordinance.

F. Location and general character of landscaped areas based on the criteria and Performance Standards set forth herein, including the location of any protected or preserved trees.

G. Location and general character of all existing curb cuts, driveways, parking areas, within one hundred (100) feet of any proposed curb cuts, driveways or parking areas.

H. Location, height and general character of perimeter or ornamental walls, fences or other screening devices.

I. Surface water drainage facilities plan certified by an engineer registered in the State of Florida.

J. Location of existing easements and rights-of-way.

K. Land survey with complete legal description prepared and certified by a registered surveyor. All architecture or engineering designs must be prepared by a professional architect or engineer registered in the State of Florida pursuant to Florida Statutes 467 and 471 as exists or hereafter amended and which require an appropriate seal on the subject plan prior to issuance of a building permit and also prohibit a Florida registered architect or engineer from placing a seal on a plan not prepared or directly supervised by such a registered professional.

L. For protective shoreline structures, in addition to the above, a scaled plan and an anti-erosion impact statement, certified by an engineer registered in the State of Florida with experience in beach erosion problems and solutions, shall be submitted showing the following:

1. The scaled plan shall show topographic contours, identification of significant topographic discontinuities, location of existing easements, location of seaward structures on adjacent properties, and specifications of the proposed structure including:
  - a. Cross sections of all construction including sub-grade construction and excavation with elevations.
  - b. Specific location and alignment of the proposed protective shoreline structure relative to mean high water line upland structures, water-ward structures, with measurements denoting distances separating the mean high water level, the proposed structures, and upland and adjacent structures.
  - c. Points of tie-in with adjacent properties and water-ward structures and proposed return walls.
  - d. Anti-erosion design features including but are not limited to: toe protection (i.e. sub-graded revetment to minimize scour); wing walls and tie in with appropriate toe protection to protect wall from interior erosion; angle and alignment of wall surfaces to effectively dissipate energy of wave impact; tie backs designed to provide effective reinforcement; drainage system including use of filter cloth and weep holes; type of material to be used in construction and assurance that wood products are appropriately treated for long term preservation and stability; and sand and vegetative covers including source and sand, frequency of replenishment, anticipated quality and

texture, together with location and type of vegetative cover to be used to stabilize the water front area impacted by proposed development.

2. The anti-erosion impact statement shall include:

- a. A description of the features of the site plan and proposed measures to be undertaken by the developer in order to prevent or minimize erosion of adjacent and down drift properties. This statement shall include any anticipated adverse impacts of the proposed structure and shall be thoroughly elaborated. The anti-erosion impact statement shall be certified by an engineer registered in the State of Florida with experience in waterfront erosion.
- b. In cases where developer does not propose to cover the wall with sand and undertake a sand replenishment program, a statement is required by an engineer registered in the State of Florida certifying that a sand cover is not possible or practical and describing conditions supportive to the judgment.
- c. An agreement by the Department or County Engineer construction activity shall be conducted in a way which minimizes the adverse impact on the waterfront anti-erosion program.
- d. The County Planning, Zoning and Development Department or County Engineer may request other information as is necessary for proper evaluation of a waterfront development proposal.
- e. An agreement by the developer that the County, its officers and employees shall be held harmless from any damages to persons or property which might result from work or activity undertaken by the developer and authorized by the County.

M. All plans shall be drawn to a scale of one (1) inch equals twenty (20) feet, unless the County Planner, or his designee, determines a different scale is sufficient or necessary for proper review of the proposal.

N. For all multi-family residential and all non-residential development proposals, the trim-line sheet size shall be at least 24 inches by 36 inches. A 1/2 inch margin shall be provided on all sides except for the left binding side(s) where a 2" margin shall be provided if multiple sheets are used.

O. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.

P. The front cover sheet of each site plan shall include:

1. A general vicinity or location map drawn to scale showing the position of the proposed development in the section, township and range, together with the principal roads, county limits, or any other pertinent orientation information.
2. A complete legal description of the property pursuant to Subpart (K) above.

3. The name(s), address(es) and telephone number(s) of the owner(s) of the property.
4. The name, business address and telephone number of those individuals responsible for the preparation of the drawing(s).

Q. The area of the property shown in square feet and/or acres.

R. The 100-year flood elevation boundaries, the CCCL, CHHA, and Shoreline Protection Zone, where appropriate or applicable.

S. Total area calculation with percentage of total site to be covered by impervious surface(s) and landscaping.

T. And other information as may be required by the Community Planning, Zoning and Development Division.

U. Military Airport Zones and Public Airport Zones. If the plat, either part or whole, lies within any Military Airport Zone, Public Airport Zone, Clear Zone, Runway Protection Zone, or Accident Potential Zone, the boundaries of such zone shall be delineated on the plat. If the entire plat lies inside any such zone, the plat shall incorporate a statement that declares all property within its legal description lies within the applicable zone. If contiguous property is owned by a military installation or public airport, the name of the installation or airport shall be so designated.

Any plat or portion thereof that lies within any Military Airport Zone, Public Airport Zone, Clear Zone, or Accident Potential Zone shall include substantially similar language as that appearing in the following statement, as may apply to the property:

“On the date this plat was recorded, all or a portion of the property appearing within this plat lies within a Military Airport Zone, Public Airport Zone, Runway Protection Zone, Clear Zone, or Accident Potential Zone. Use of or construction upon lands or waters within this plat may have additional restrictions set forth in ordinances of the Santa Rosa County Board of Commissioners or in covenants recorded in the official records of the Clerk of the Circuit Court for Santa Rosa County.”

#### 4.04.07 Modification of Site Plan

##### A. Minor Changes

1. Addition of awnings, canopies or ornamental structures, redesign and different location of pools parking spaces, drives and driveways, modifications in stairs or elevations of decks, porches, terraces and fencing;
2. addition of parking spaces not to exceed twenty-five percent (25%), including fractions thereof, of the total number of existing parking spaces or twenty (20) spaces, whichever is the lesser amount and where it can be demonstrated that existing storm-water drainage retention facilities can accommodate additional runoff generated by such addition to the parking area;

3. attached or detached additions to buildings which do not increase the floor area in excess of eight percent (8%) of the ground floor area of the principal structure or five hundred (500) square feet, whichever is the lesser amount; and/or
4. installation of utility system improvements including buildings not exceeding five hundred (500) square feet.

Approval of said changes prior to issuance of a Certificate of Occupancy requires authorization by the Director of the Building and Planning Departments after review and approval of the Director of the Building Department and the Planning Director. If approved as a minor change, the site plan shall not be required to be returned to the Community Planning, Zoning and Development Division for resubdivision.

4.04.08 Termination, Extension and Transferability: Site plan approval shall terminate twelve (12) months after being granted if footings have not been poured by that date. One six (6) month extension may be granted by the County Board of Adjustment (Zoning Review and Appeals Board) after that time. Site plan approval shall also automatically terminate upon revocation or expiration of a building permit issued by the Building Director. In the event the property receiving site plan approval is transferred, the site plan approval for an approved site plan shall be transferable.

4.04.09 Approval, Disapproval and Procedure

A. Time Limit: If the application for site plan approval is complete to the satisfaction of the Planning Director, and all other reviewing departments, the applicant shall be notified in writing.

The process for administrative site plan review shall be complete within ten working days if all information has been supplied by the applicant at the time of submission of his application. Any requests for modifications to requirements herein shall require review by the Board of Adjustment. All information regarding the site plan review and department comments shall be forwarded to the Board of Adjustment along with the special request application to facilitate the Board's consideration. No building permits shall be issued until the Board reaches a decision.

B. Upon the approval of any site plan by the Community Planning, Zoning and Development Division, a building permit may be issued by the County Building Department. If approved with conditions or denied, the applicant so affected and having an interest therein, may file an appeal to the Board of County Commissioners to review the action of the Community Planning, Zoning and Development Division in disallowing such application for site plan approval, which appeal shall be in writing and filed with the Community Planning, Zoning and Development Division within ten (10) days from the date of final action of the Community Planning, Zoning and Development Division. The Community Planning Zoning and Development Division shall place the appeal on the Board of County Commissioners' agenda as expeditiously as possible. The Board of County Commissioners shall thereupon set a date for public hearing with regard to such appeal. After giving public notice thereof in such manner as the County Commission shall prescribe, at which time all interested parties shall have the right to appear before the Board of County Commissioners in regard thereto, the Board of County Commissioners shall thereupon render its decision therein. The decision of the Board of County

Commissioners shall be final.

C. Development activity, including but not limited to clearing of property may not be commenced without a building permit and no building permit shall be issued without a final development order or land development certificate issued by the Director of the Planning, Zoning, and Development Division or his designee.

D. No permit shall be granted by the County Building Department until the time for appeal to the Board of Adjustment as herein provided, shall have expired, and when such an appeal is filed, no such permit shall be issued until after final determination of such appeal has been made by the Board of County Commissioners.

4.04.10 Continuing Obligation - Violations: Any site plan approved pursuant to this ordinance carries with it a continuing obligation to abide by such site plan. Failure to comply and continually maintain all approved elements of an approved site plan, including landscape, appearance and other site development performance standards shall be a violation of this ordinance subject to enforcement and penalties as provided herein.

*(Modified Ord. No. 93-04, 2/11/93; Ord. No. 95-25, 9/14/95; Ord. No. 96-30, 10/24/96; Ord. No. 98-17, 10/22/98; Ord. No. 99-11, 6/10/99; Ord. No. 2005-07, 04-27-05; Ord. No. 2005-10, 05/16/05)*

**4.05.00**      **Building Permit Required Prior to Construction:** Any construction which may be authorized by this ordinance shall not commence unless and until the applicant for such construction has first obtained all applicable building permits from the Santa Rosa County Building Inspections Department.

A.      Each applicant for building permit will be provided, upon request, a checklist and guide sheet by the Santa Rosa County Inspections Department to assist the applicant in meeting the requirements of the Inspections Department and fulfilling his responsibility pursuant to the building or construction permit.

B.      Applications for building permits, checklists and guides for users shall be maintained and periodically updated, as necessary, by the Building Inspections Department.



#### **4.06.00        NAVARRE BEACH - SUPPLEMENTAL REQUIREMENTS AND PROCEDURES**

4.06.01        Site Plan Review: The site plan review procedures described in Section 4.04.00 et. seq. shall be adhered to by applicants for development approval on Navarre Beach except as follows:

A.        Site plans prepared in accordance with Section 4.04.06 shall be submitted to the Navarre Beach Director and he shall review such site plans in conformance with Sections 4.04.03 and 4.06.02 of this ordinance;

B.        Plans for commercial development or multifamily development of five (5) or more dwelling units shall be reviewed and approved by the Board of County Commissioners prior to the issuance of a land development certificate by the Navarre Beach Director;

C.        In addition to any other requirements in this code, all development shall conform to the general covenants and restrictions as defined in the lease agreements for individual properties.

4.06.02        Supplemental Building Code: The Navarre Beach Director shall maintain any supplemental building code requirements approved by the Santa Rosa County Board of County Commissioners for use by all applicants, developers, contractors or others when construction activity is permitted at Navarre Beach. However, the supplemental building code does not obviate any requirement in this ordinance. Should there be a conflict between the supplemental building code and this ordinance; the more stringent regulations shall apply.

*(Modified Ord. No. 93-22, 11/24/93)*